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Abstract of certain important Allowances  
existing as on 1-4-1964.

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(REVISED & REVIEWED AS A RESULT OF JAGANNADHA DAS  
PAY COMMISSION'S RECOMMENDATIONS)

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सत्यमेव जयते

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**Compendium of Important Letters Issued as a  
Result of Jagannadha Das Pay Commission's  
Recommendations**

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सत्यमेव जयते

**Statement showing rates of House Rent Allowance and City  
Compensatory Allowance w. e. f. 1-1-1964.**

**HOUSE RENT ALLOWANCE.**

Pay Group	Class of cities.			
	A	B-1	B-2	C
Below Rs. 75 .. .. .	Rs. 10-00	Rs. 9-00	Rs. 7-50	Rs. 5-00
Rs. 75 and above but below Rs. 100	15-00	12-50	10-00	7-50
Rs. 100 and above but below Rs. 150	15% of pay subject to a minimum of Rs. 20. Do.	12% of pay subject to a minimum of 17-50. Do.	15-00	7- 50
Rs. 150 and above but below Rs. 200			15-00	Amount by which pay falls short of Rs. 156-50.
Rs. 200 and above but upto Rs. 299.	Do.	Do.	7½% of pay	NIL
Rs. 300 and above but upto Rs. 499.	Do.	10% of pay ..	Do. ..	NIL
Rs. 500 and above but upto Rs. 999.	12½% of pay	Do.	Do. ..	NIL
Above Rs. 999 .. .. .	10% of pay	Do. ..	Do. ..	NIL

**COMPENSATORY (CITY) ALLOWANCE.**

Pay Group.	Class of cities.			
	A	B-1	B-2	C
Below Rs. 150 .. .. .	Rs. 10% of pay Subject to a minimum of Rs. 7.50 and a Max- imum of Rs. 12-50	Rs. 7½% of Pay Subject to a minimum of Rs. 6 and a maximum of Rs. 15.	Rs. 5% of Pay Subject to a minimum of Rs. 5 and maximum of Rs. 10.	Rs. NIL
Rs. 150 and above but below Rs. 250	8% of Pay Subject to a minimum of Rs. 12.50 Do.	Do.	Do.	NIL
Rs. 250 and above but below Rs. 500.		6% of Pay Subject to minimum of Rs. 15.	Do.	NIL
Rs. 500 and above .. .. .	Do. and to a maximum of Rs. 75.	Do. and to a maximum of Rs. 50.	Amount by which pay falls short of Rs. 509.	NIL

(Railway Board's letter No. PC63/HRA/1/6 dated 31-12-64.)

**Classification of cities as existing on I-I-64.**

Name of State.	CLASS			
	'A'	'B-1'	'B-2'	'C'
1	2	3	4	5
Andhra Pradesh ..	....	Hyderabad	....	Bandar (Masulipatam) Eluru Guntur Kakinada Kurnool Nellore. Rajamundry. Vijayawada (Bezawada) Visakhapatnam (Vizagapatam) Warangal
Bihar .. ..	..	..	..	Bhagalpur Darbhanga Gaya Jamsehdpur Muzaffarpur Patna Ranchi
Delhi .. ..	Delhi ..	..	..	...
Gujarat .. ..	..	Ahmedabad	..	Baroda Bhavnagar Jamnagar Rajkot Surat
Jammu & Kashmir	..	..	..	Jammu Srinagar
Kerala .. ..	..	..	..	Allepey Cochin Kozhikode (Calicut) Trivandrum
Madhya Pradesh ..	..	..	..	Bhopal Gwalior (Lashkar) Indore Jabalpur. Raipur Sagar. Ujjain
Madras .. ..	Madras ..	..	Madurai ..	Coimbatore Nagercoil Salem Tanjore. Tiruchirapalli (Trichinopoly) Tirunelveli Tuticorin Vellore.

Name of State.	CLASS.			
	'A'.	'B-1'	'B-2'	'C'.
I	2	3	4	5
Maharashtra ..	Bombay ..	..	Poona Nagpur ..	Ahmednagar Akola Amravati Kolhapur Malegaon Nasik Sholapur Ulhasnagar Sangli Miraj
Mysore .. ..	..	Bangalore	..	Belgaun Hubli Kolar Gold Fields Mangalore Mysore
Orissa .. ..	..	..	..	Cuttack
Punjab .. ..	..	..	..	Ambala Amritsar Jullundur Ludhiana Patiala
Rajasthan .. ..	..	..	Jaipur	Ajmer Bikaner  Jodhpur Kotah Udaipur
Uttar Pradesh .. ..	..	Kanpur	Agra, Allahabad Lucknow Varanasi (Banaras)	Aligarh (Koil-Aligarh) Allahabad Bareilly Dehra Dun Gorakhpur Jhansi Mathura Meerut Mirzapur Moradabad Rampur Saharanpur Shahjahanpur
West Bengal ..	Calcutta ..	..	..	Asansol Bally Bhatpara Burdwan Kharagpur Kamarhati

(Railway Board's letter No. E(S)I-61/CPC/AL/21 dated 4-8-1961, No. E(S)63CPC/AL-3 dated 15-3-63 and PC-63/HRA-1/6 dated 31-12-63.)

**Statement showing the rates of Dearness Allowance in the Authorised Scales with effect from 1-2-1964.**

<u>Pay.</u>					<u>Dearness allowance.</u>	
Rs.					Rs.	nP.
Below 110	..	..	..	..	20	50
110 and above but below 150	..	..	..	..	25	50
150 and above but below 210	..	..	..	..	42	00
210 and above but below 300	..	..	..	..	50	00
300 and upto 315	..	..	..	..	Amount by which pay falls short of Rs. 350/-.	
316 and upto 384	..	..	..	..	Rs. 35/-.	
385 and upto 400	..	..	..	..	Amount by which pay falls short of Rs. 420/-.	
401 and upto 580	..	..	..	..	Rs. 20/-.	
581 and above	..	..	..	..	Amount by which pay falls short of Rs. 600/-.	

**Statement showing rates of Dearness Allowance in to those who are drawing pay in pre-Authorised Scales of pay effective from 1-2-1964.**

<u>Pay.</u>					<u>Amount of</u>		
Rs.					<u>Dearness pay.</u>	<u>Dearness Allowance.</u>	<u>Total.</u>
					Rs. nP.	Rs. nP.	Rs. nP.
Not exceeding 50	..	..	..	..	20 00	35 50	55 50
Exceeding 50 but below 60	..	..	..	..	25 00	40 50	65 50
60 and above but not exceeding 100	..	..	..	..	25 00	45 50	70 50
Exceeding 100 but below 150	..	..	..	..	27 50	54 50	82 00
Exceeding 150 but below 160	..	..	..	..	30 00	57 00	87 00
160 and above but not exceeding 200	..	..	..	..	30 00	65 00	95 00
Exceeding 200 but not below 245	..	..	..	..	32 50	67 50	100 00
245 and above but not exceeding 300	..	..	..	..	32 50	72 50	105 00
Exceeding 300 but below 315	..	..	..	..	35 00	70 00	105 00
315 and above but exceeding 330	..	..	..	..	35 00	The amount by which the total of pay plus DP falls short of Rs. 420.	
330 and above but not exceeding 500	..	..	..	..	35 00	55 00	90 00
Exceeding 500 but not exceeding 600	..	..	..	..	42 50	Amount by which the total of pay+DP falls short of 600.	
Exceeding 600 but not exceeding 750	..	..	..	..	42 50	42 50	85 00
Exceeding 750 but not exceeding 1000	..	..	..	..	Amount by which pay falls short of 792.50.		100 00
Exceeding 1000 but not exceeding 1100	..	..	..	..	Nil.	Amount by which pay falls short of 1100.	
							As in previous col.

(Railway Board's letter No. PC 64/DAU/I dated 13-5-64.)

**Statement showing Rates of Travelling (Daily) Allowance w.e.f. 1-6-1961.**

Grade/Pay.	Rates of Daily Allowance.		
	Ordinary Localities.	Darjeeling, Delhi, Jammu and Kashmir State, Madras and Simla.	Bombay and Calcutta.
1	2	3	4
	Rs.	Rs.	Rs.
<b>Railway Servants drawing pay :—</b>			
Rs. 100 and below .. .. .	2-00	3-00	4-00
Over Rs. 100 but upto Rs. 200 ..	3-00	4-50	6-00
Over Rs. 200 but upto Rs. 300 ..	4-50	6-50	9-00
Over Rs. 300 but upto Rs. 400 ..	5-50	8-00	11-00
Over Rs. 400 but upto Rs. 500 ..	6-50	9-50	13-00
Over Rs. 500 but less than Rs. 700 ..	7-50	11-00	15-00
All gazetted officers other than in Administrative grade drawing pay Rs. 700 and over.	9-00	14-00	16-00
Junior and Inter-Administrative grades	12-50	15-00	20-00
Senior Administrative grade (including officers of the rank of General Managers and Members of Rly. Board).	15-00	20-00	25-00
<b>Stenographers in Board's and its attached offices :—</b>			
Upto Rs. 300 .. .. .	7-50	8-00	10
Over Rs. 300 but upto Rs. 400 ..	7-50	8-00	11
Over Rs. 400 but upto Rs. 500 ..	7-50	9-50	13
Over Rs. 500 .. .. .	7-50	11-00	15
<b>Casual Labour :—</b>			
Unskilled and Semi-skilled .. ..	2-00	3-00	4-00
Skilled and Highly skilled .. ..	3-00	4-50	6-00

(Railway Board's letter No. PC-60/TA-2/1 of 22-5-1961 and  
No. PC-61/TA-2/2 of 17-7-61 and PC-60/TA-2/1 of 11-10-1961).

**Statement showing rates of Running Allowance payable  
to running staff w.e.f. 1-4-1964.**

Category.	Revised Rates.	
	Mileage Allowance under Rule IV.	Allowance in lieu of mileage under Rule VIII.
	Per 100 Kms.	Per day.
<b>Loco Train Crews :—</b>	Rs.nP.	Rs.nP.
Driver Grade 'A' .. .. .	3.70	5.95
Driver Grade 'B' & Motorman .. .. .	3.50	5.55
Driver Grade 'C' .. .. .	3.40	5.50
First Fireman Grade 'A' .. .. .	1.90	3.10
First Fireman Grade 'B' .. .. .	1.85	3.05
Second Fireman .. .. .	1.70	2.75
<b>Loco Shunting Crews :—</b>	Per day of 8 hrs.	
Shunter Grade 'A' .. .. .	3.15	3.15
Shunter Grade 'B' .. .. .	3.15	3.15
First Fireman Grade 'A' .. .. .	1.20	1.20
First Fireman Grade 'B' .. .. .	1.00	1.00
Second Fireman .. .. .	0.85	0.85
<b>Traffic Train Crews :—</b>	Per 100 Kms.	
Guards Grade 'A' .. .. .	2.25	3.60
Guards Grade 'B' .. .. .	2.10	3.35
Guards Grade 'C' .. .. .	2.00	3.20
Brakesman .. .. .	1.45	2.30

(Board's letter No. PC-60/RA2/1 of 23-7-1963, 25-3-64 and 31-3-64).



**Statement showing rates of Special Compensatory Allowance to Running Staff with effect from 1-6-1961.**

Designation.	(i) Allowance in lieu of running room facilities.	(ii) Outstation (Detention).		(iii) Acci- dent Allowance.	(iv) Out- station (relieving Allowance.
		(a) At out- stations where running rooms are provided.	(b) At out- stations where running rooms are not provided.		
1	2	3	4	5	6
	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. r.P.
Drivers Grade A, B, & C ..	1 40	2 00	3 40	At the rates contain- ed in Item 2 (i) (ii) (a) or (ii) (b) as the case may be.	
Firemen Grade A, B and Second Firemen.	1 00	1 00	2 00		
Guards Grade A, B, & C. ...	1 40	1 40	2 80		
Brakesmen .. .. .	1 00	1 00	2 00		
Shunters .. .. .	..	1 10	2 20		

(Board's letter No. PC-60/RA-2/1 & 16-2-1962 & 18-8-1962).

**Statement showing rules of Monetary Compensation payable to those who are not entitled to Public Holidays and cannot be relieved of their duties on national holidays with effect from 10-8-1961.**

Pay ( including D. A. ) range. **संवर्धन न्यून** Rate for day.

	Rs. nP.
Not exceeding Rs. 80 .. .. .	3 75
From Rs. 81 to 90 .. .. .	4 25
„ 91 to 105 .. .. .	4 90
„ 106 to 120 .. .. .	5 65
„ 121 to 135 .. .. .	6 70
„ 136 to 170 .. .. .	7 65
„ 171 to 195 .. .. .	9 15
„ 196 to 220 .. .. .	10 40
„ 221 to 270 .. .. .	12 30
„ 271 to 320 .. .. .	14 80
„ 321 to 350 .. .. .	16 75
„ 351 to 400 .. .. .	18 0
„ 401 to 500 .. .. .	22 5

( Board's letter No. PC-60/HL-2/1 of 10-8-1961 )

**Statement showing rates of Compensatory/Construction/Survey allowance with effect from 1-7-1959.**

<u>Pay/grade.</u>	<u>Quantum of allowance.</u>
Intermediate and Junior Administrative Officer.	Rs. 150/- subject to the condition that pay plus allowance does not exceed Rs. 1,749/- (Rs. 1,799 with effect from 1-8-1961).
Senior Scale Officers and Assistant Officers drawing pay Rs. 700/- and above.	Rs. 125/-
Other Assistant Officers and non-gazetted Railway servants drawing pay :—	
Rs. 601—699 .. .. .	Rs. 120/-
Rs. 501—600 .. .. .	Rs. 100/-
Rs. 301—500 .. .. .	20% of pay subject to a minimum of Rs. 62.50 and maximum of Rs. 85/-.
Rs. 100—300 .. .. .	20% of pay.
Below Rs. 100/- .. .. .	25% of pay.

(Rly. Board's letter No. PC-60/CA-2/9 of 13-9-61, 13-10-61 & 11-5-1962).

**Statement showing rates of Messing, Laundry and Uniform Allowance with effect from 1-7-1961.**

<u>Allowance.</u>	<u>Matrons Including Sisters-in-charge of Hospitals.</u>	<u>Nursing Sisters and all nurses.</u>	<u>Midwives and Health visitors.</u>
	Rs.	Rs.	Rs.
Messing .. .. .	50.00 p. m.	45.00 p. m.	NIL.
Uniform .. .. .	130.00 p. annum.	110.00 p. annum.	110.00 p. annum.
Laundry .. .. .	6.00 p. m.	5.00 p. m.	5.00 p. m.

(Railway Board's letter No. PC-60/CA-2/8 dt. 14-7-1961).

**Statement showing rates of weightage for night duty payable to those categories of staff whose duty involves continuous application to work during whole of the night shift with effect from 1-8-1962.**

<u>Pay plus dearness allowance where admissible.</u>	<u>Rate of night duty allowance per weightage hour of night duty.</u>
	Rs. nP.
Upto Rs. 110/- .. .. .	0 40
Exceeding Rs. 110/- but not Rs. 150/- .. .. .	0 60
„ 150/- „ 200/- .. .. .	0 85
„ 200/- „ 250/- .. .. .	1 06
„ 250/- „ 300/- .. .. .	1 30
„ 300/- „ 350/- .. .. .	1 40
„ 350/- „ 400/- .. .. .	1 60
„ 400/- „ 450/- .. .. .	1 80
„ 450/- „ 500/- .. .. .	2 00

(Railway Board's letter No. PC-60/HW-2/3 dated 7-7-1963).

**Statement showing rates of Break down allowance with effect from 1-7-1959.**

Category of Staff.	Authorized Scale (and other scales corresponding thereto).		Amount of allowance per month.
	Rs.	nP.	
Unskilled workers .. .. .	70—	85	4 00
Semi-Skilled artisans .. .. .	75—	110	5 00
Other Class IV staff .. .. .	75—	89	
	75—	95	
	80—	95	
	80—	110	
Staff in Authorized Scale .. .. .	105—	135	6 50
Skilled workers etc. .. .. .	110—	180	8 00
Highly skilled artisans etc. .. .. .	130—	212	10 00
	175—	240	
Mistress, Train Examiners etc. .. .. .	150—	240	
Chargeman Train Examiners etc. .. .. .	205—	280	12 50
Staff in higher scales .. .. .	250—	380 and above.	15 00

( Board's letter No. PC-60/CA-5/1 of 30-12-1960. )

**Statement showing rates of incentive bonus in Mechanical Workshops with effect from 1-7-1961.**

Category.	Authorized Scales of pay.							Hourly rates.
	Rs.							nP.
Chargeman Gr. I .. ..	335-15-425 .. ..	..	..	..	..	..	147	
Chargeman Gr. II .. ..	250-10-290-15-380 .. ..	..	..	..	..	..	120	
Chargeman Gr. III .. ..	205-7-240-8-280 .. ..	..	..	..	..	..	90	
Highly Skilled Gr. I .. ..	175-6-205-7-240 .. ..	..	..	..	..	..	75	
Mistry Gr. I .. ..	150-5-175-6-205-EB-7-240 .. ..	..	..	..	..	..	70	
Mistry Gr. II .. ..	130-5-175-EB-6-205-7-212 .. ..	..	..	..	..	..	60	
Highly skilled Gr. II .. ..	130-5-175-EB-6-205-7-212 .. ..	..	..	..	..	..	60	
Skilled above E. B. stage .. ..	147-4-171-EB-4-175-5-180 .. ..	..	..	..	..	..	60	
Skilled upto E. B. Stage .. ..	110-3-131-4-143 .. ..	..	..	..	..	..	40	
Semi skilled .. ..	75-1-85-EB-2-95-3-101-EB-3-110 .. ..	..	..	..	..	..	25	
Unskilled .. ..	70-1-80-EB-1-85 .. ..	..	..	..	..	..	20	

(Railway Board's letter No. PC-60/PS-7/VVS-7 of 23-6-1961).

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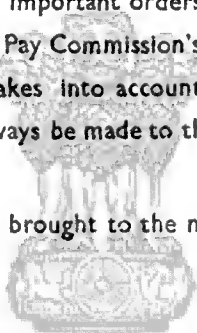
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## **PREFATORY NOTE.**

This booklet is a compendium of important orders issued by Railway Board from time to time as a result of Jagannadha Das Pay Commission's recommendations on matters other than pay scales. This compilation takes into account the orders issued upto 31-3-1964. In case of doubt reference should always be made to the original orders on the subject.

Any errors or omissions may be brought to the notice of the undersigned through proper channel.



**P. C. MATHEW,**  
**Secretary, Railway Board.**

New Delhi,  
Dated 1-4-1964.



# **I. COMPENSATORY (CITY) & HOUSE RENT ALLOWANCES.**

1. [ Railway Board's letter No. PC-60/HRA-1/5 dated 2-8-60. ]

*Subject :—Compensatory (city) allowance and house rent allowance—Revised rules and rates of.*

The President is pleased to decide that the rates of compensatory (city) and house rent allowances laid down in the Schedule below Rule 414-RI, shall be revised as follows :

## **" A " Class Cities—Bombay and Calcutta.**

Pay.	Compensatory (city) allowance.	Pay.	House rent allowance.
Rs.	Rs.	Rs.	Rs.
Below 150 ..	10% of pay subject to a minimum of 7.50 and a maximum of 12.50.	Below 75 .. ..	10
150 & above. ..	8% of pay subject to a minimum of 12.50 and a maximum of 75. ..	75 & above but below 100.	15
		100—499 .. ..	15% of pay subject to a minimum of 20.
		500—999 .. ..	12½% of pay.
		Above 999 .. ..	10% of pay.

## **" B " Class Cities : Ahmedabad, Bangalore, Delhi, Hyderabad, Kanpur, Lucknow, Madras, Nagpur and Poona.**

Pay.	Compensatory (city) allowance.	Pay.	House rent allowance.
Rs.	Rs.	Rs.	Rs.
Below 500 ..	5% of pay subject to a minimum of 5 and a maximum of 10. ..	Below 75 .. ..	7.50
500 and above ..	Amount by which pay falls short of 509.	75 and above but below 100.	10.00
		100 and above but below 200.	15.00
		200 and above.	7½% of pay.

**" C " Class Cities.—Agra, Ajmer, Allahabad, Allepey, Ambala, Amritsar, Asansol, Bareilly, Baroda, Bhagalpur, Bhopal, Bhatpara, Bhavnagr, Bikaner, Cochin, Coimbatore, Cuttack, Dehra Dun, Gaya, Gorakhpur, Guntur, Hubli, Indore, Jaipur, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Jubbulpore, Jullunder, Kharagpur, Koil-Aligarh, Kolar Gold Fields, Kolhapur, Kozhikode (Calicut), Lashkar (Gwalior), Ludhiana, Madurai, Mangalore, Mathura, Meerut, Moradabad, Mysore, Patna, Rajkot, Rajahmundry, Rampur, Ranchi, Saharanpur, Salem, Shahjahanpur, Sholapur, Srinagar, Surat, Tanjore, Tiruchirapalli (Trichinopoly), Tirunelveli, Trivandrum, Ujjain, Varanasi, Vellore, Vijayawada (Bezwada), Vishakhapatnam (Vizagapatam) and Warangal.**

Compensatory (city) allowance.	Pay.	House Rent Allowance.
Rs.	Rs.	Rs.
Nil .. ..	Below 75 .. ..	5.00
Nil .. ..	75 and above but below 150.	7.50
Nil .. ..	150 and above .. ..	Amount by which pay falls short of 156.50.

2. The drawal of compensatory (city) and house rent allowances shall continue to be regulated in accordance with the conditions laid down in Chapter IV, of the Indian Railway Establishment Code, Volume I, as amended/amplified from time to time, except that—

- (i) Eligibility for house rent allowance shall be determined with reference to the place of duty alone, in the same way as for compensatory (city) allowance. A Railway servant, whose place of duty falls within the qualifying limits of a city, will be eligible for house rent allowance, irrespective of whether his place of residence is within such limits or outside.
- (ii) Railway servants, whose place of duty, though outside, is in the proximity of a qualified city, and who, of necessity, reside within the city, may be granted compensatory (city) and house rent allowances admissible in that city. But each such case shall be decided on merits by the Railway Board.
- (iii) Railway servants drawing pay upto Rs. 250/- per month shall be eligible for house rent allowance at the rates specified in paragraph 1 above without the obtaining and verification of rent receipts, even if they share Government accommodation allotted to other Government servants.
- (iv) The concession mentioned in sub-paragraph (iii) above shall also be admissible to Railway servants in the pay range Rs. 251-499 stationed at 'A' and 'B' class cities if they claim house rent allowance at Rs. 20/- per month in 'A' class cities and Rs. 15/- per month in 'B' class cities. If, however, such Railway servants claim house rent allowance of an amount exceeding Rs. 20/- per month in 'A' class cities and exceeding Rs. 15/- per month in 'B' class cities on the basis of 15% and 7½% of pay respectively, the additional conditions prescribed in the relevant rules in Chapter IV-RI for railway servants whose pay exceeds Rs. 250 p. m. as amended from time to time, shall apply for the grant of the allowance.

3. The limits of the locality within which these orders apply shall be those of the named municipality or corporation and include such of the suburban municipalities, notified areas or cantonments as are contiguous to the named municipality or corporation or other areas, as the Central Government have, from time to time, notified or may notify.

4. (a) These orders, except those in paragraph 2(ii) above, will have effect from the 1st July, 1959.

(b) If the application of the rate of compensatory (city) or house rent allowance mentioned in paragraph 1 above results in a reduction of the rate for that allowance which a Railway servant was eligible to draw on the 1st July, 1959, such reduction shall be spread over a period of three years. The allowances payable during this period should be determined as indicated in the annexure.

5. Compensatory (city) and/or house rent allowances granted in the following circumstances in the localities other than those mentioned in paragraph 1 shall continue to be drawn provisionally at the existing rates, and not at the rates mentioned in paragraph 1 above till such time as the revised orders are issued in respect of such special cases in the light of the Pay Commission's recommendations :—

- (i) Allowances granted to employees who are posted in localities with bad climate
- (ii) Allowances granted to compensate for higher cost of living in hill stations.
- (iii) Island Allowance.
- (iv) Allowances granted to railway servants stationed at Ishapore, North Barackpore and in the former French territories in India, viz., Pondicherry, Karaikal, Mahe and Yanam.

The existing pay scales and dearness pay shall continue to be the basis for the calculation of the allowances in the special cases specified in this paragraph irrespective of whether a Railway servant draws pay in the authorised pay scales under the Railway Services (Authorised Pay) Rules, 1960, or the existing pay scales.

6. Necessary correction slip to the Code will issue in due course.

## ANNEXURE

- (i) X—Rate of monthly allowance admissible at the old rate on 1-7-1959.
- (ii) Y—Rate of monthly allowance admissible at the new rate from time to time from 1-7-1959, 'Y' being less than 'X'.
- (iii) Allowance payable during the 3 years from 1-7-1959.

Period.	Allowance payable.
_____	_____
(a) From 1-7-1959 to 30-6-1960 ..	X (Already paid at this rate).
(b) From 1-7-1960 to 30-6-1961. }	Y plus 25% of (X—Y).
(c) From 1-7-1961 to 30-6-1962. }	

*No protection thereafter.*

Note.— 1. In cases where 25% of (X—Y) is equal to or less than Rs. 0.25, this will be ignored.

2. If at any time during the period of three years mentioned above, a Railway servant becomes eligible to draw the allowance on the revised basis at a rate higher than X, he will draw the allowance at the new rates only.

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2. [ Railway Board's letter No. PC-60/HRA-1/5 dated 25-1-61 ]

Reference Shri Chatterjee's D. O. No. E77/0 dated 18th December, 1960 to Shri Mirchandani.

2. The intention of para 2(iv) of Railway Board's letter No. PC-60/HRA-1/5 dated 2nd August 1960 is that employees in the pay range of Rs. 251-499 stationed in 'A' and 'B' Class cities should be granted the house rent allowance at Rs. 20/- per month in 'A' class cities and Rs. 15/- per month in 'B' Class cities on the same terms and conditions as are applicable to the grant of the house rent allowance to employees drawing pay upto Rs. 250/- p. m.

3. It will be seen from Rules 417 and 418-R1 that an employee drawing pay upto Rs. 250/- per month is not eligible for any house rent allowance in the following circumstances, and will be granted the allowance in other circumstances only if he submits a claim for it :—

- (a) where he does not incur any expenditure on rent for his accommodation,
- (b) if he occupies accommodation provided by the Government,
- (c) if he fails to make an application for Government accommodation in accordance with Rule 416-R1,
- (d) if he refuses, or after acceptance surrenders, Government accommodation of the class to which he is entitled to.

The payment of the house rent allowance to employees in the pay range of Rs. 251-499 stationed in 'A' and 'B' class cities at the flat rate of Rs. 20/- and Rs. 15/- per month, respectively, will also automatically be subject to the above mentioned conditions. However, as in the case of employees drawing pay upto Rs. 250/-, employees in the pay range of Rs. 251-499 shall be eligible for house rent allowance at the flat rates without the obtaining and verification of rent receipts, even if they share Government accommodation allotted to other Government servants.

3. [ Railway Board's letter No. PC-60/HRA-1/5 dated 19-4-61 ]

*Sub:—Compensatory (city) and H. R. Allowances Revised Rates of.*

Reference Railway Board's letter of even number dated 2nd August 1960 (on the above mentioned subject.)

2. The Board desire to clarify that—

- (i) the expression 'X' in the annexure to the Board's letter quoted above refers only to the amount of compensatory (city) and/or house rent allowance(s) admissible on 1-7-1959 at the rates in force upto 30-6-1959 on the pre-revised pay *plus* dearness pay and *not* to the allowance (s) which might have been paid at varying rates during the period 1-7-1959 to 30-6-1960.
- (ii) the protection envisaged in para 4(b) of Board's letter quoted above is to be given in respect of the reduction in compensatory (city) and house rent allowances individually and not taken together. However, the reduction in either allowance caused either by the revision of rates of the allowance or by the revision of scales of pay or both is to be protected.

The protection is to be given to only those who suffer a loss in either allowance for the foregoing reasons on 1-7-1959. In other cases, the allowance will be admissible at revised rates only and recovery should be made wherever there has been any overpayment. For instance, no protection is to be given in cases where the rates of house rent and compensatory allowances have undergone a change subsequent to 1-7-1959 due to transfer, promotion, drawal of increment, reversion, etc; it is also not to be given where a Railway servant was not drawing these allowances on 1-7-1959 but became eligible for them due to transfer and drew them at the rates in force upto 30-6-1959.

3. The Board have decided that in the case of Railway servants who were not eligible for compensatory (city) and/or house rent allowance(s) under the orders in force up to 30-6-1959 but have become eligible for the allowance under the orders in force from 1-7-1959 the certificates under Rules 406(a)(i) and (b)(i)-RI and 407(a)-RI may be presumed during leave/temporary transfer falling within the period from 1-7-1959 to 1-8-1960. The other conditions laid down in Rules 406 (a)(ii) and (b)(ii) & (iii)-RI and 407 (b)-RI will, however, have to be fulfilled for the drawal of compensatory (city) and/or house rent allowance(s).

4. [ Railway Board's letter No. E(S)I/61-CPC/AL-21 dated 4-8-1961 ].

Subject : Grant of C. C. A. & H. R. A.

Reference Railway Board's letter No. PC-60/HRA-1/5 dated 2-8-1960, on the above subject. On the basis of the provisional census figures of 1961, the President has been pleased to decide that, for the existing lists of 'A', 'B' and 'C' class cities in para 1 of Board's letter referred to above, the following shall be substituted with effect from 1st July, 1961 :—

Name of State.	CLASS.		
	'A'.	'B'.	'C'.
1.	2.	3.	4.
ANDHRA PRADESH ..	....	Hyderabad ..	Bandar (Masulipatnam). Eluru Guntur Kakinada Kurnool Nellore Rajahmundry Vijayawada (Bezawada) Visakhapatnam (Vizagapatam) Warangal.
BIHAR ... ..	....	....	Bhagalpur Darbhanga Gaya Jamshedpur Muzaffarpur Patna Ranchi.
DELHI ... ..	Delhi ..	....	....
GUJARAT .. ..	....	Ahmedabad ..	Baroda Bhavnagar Jamnagar Rajkot Surat. Jammu Srinagar.
JAMMU & KASHMIR ..	....	....	Allepey Cochin Kozhikode (Calicut). Trivandrum.
KERALA ... ..	....	....	Bhopal Gwalior (Lashkar) Indore Jabalpur Raipur Sagar Ujjain.
MADHYA PRADESH ..	....	....	Coimbatore Madurai Nagercoil Salem Tanjore
MADRAS .. ..	....	Madras ... ..	

Name of State.	CLASS.		
	'A'.	'B'.	'C'.
1.	2.	3.	4.
MADRAS (contd) .. ..			Tiruchirapalli (Trichinopoly). Tirunelveli Tuticorin Vellore.
MAHARASHTRA .. ..	Bombay .. ..	Nagpur .. .. Poona .. ..	Ahmednagar Akola Amravati Kolhapur Malegaon Nasik Sholapur Ulhasnagar.
MYSORE .. ..	....	Bangalore .. ..	Belgaum Hubli Kolar Gold Fields Mangalore Mysore.
ORISSA .. ..	....	....	Cuttack
PUNJAB .. ..	....	....	Ambala Amritsar Jullundur Ludhiana Patiala.
RAJASTHAN .. ..	....	....	Ajmer Bikaner Jaipur Jodhpur Kota Udaipur.
UTTAR PRADESH .. ..	....	Agra .. .. Kanpur .. .. Lucknow .. .. Varanasi .. .. (Banaras) .. ..	Aligarh (Koil-Aligarh) Allahabad Bareilly Dehra Dun Gorakhpur Jhansi Mathura Meerut Mirzapur Moradabad Rampur Saharanpur Shahjahanpur.
WEST BENGAL .. ..	Calcutta .. ..	....	Asansol Bally Bhatpara Burdwan Kharagpur Kamarhati.

These lists are liable to be revised when the final census figures of 1961 become available.

5. [ Railway Board's letter No. PC-60/HRA-I/5 dated 11-12-1962 ].

*Subject : Compensatory (city) and H. R-Allowances-Revised Rates & conditions of.*

A question has been raised with reference to paragraph 4(b) and sub-para 2(ii) of Railway Board's letters No. PC-60/HRA-I/5 dated the 2nd August, 1960, and the 19th April, 1961, respectively, whether the protection envisaged therein is to be allowed to Railway Servants who, on their transfer to, or on first appointment at, a qualifying station on the 1st July, 1959, drew, from that date, the compensatory (city) and house rent allowances at the old rates admissible at that station.

2. It has already been clarified in para 2 (i) of Railway Board's letter dated the 19th April, 1961, that the expression 'X' in the Annexure to their letter dated the 2nd August, 1960, referred to above refers to the amount of compensatory (city) and/or house rent allowance(s) admissible on the 1st July, 1959, at the old rates in force upto 30-6-1959, on the pre-revised pay plus dearness pay. From this, it follows that a Railway employee who, for the first time, became eligible to draw compensatory (city) and/or house rent allowance(s) at the old rates admissible at a qualifying station as a result of his transfer to, or on first appointment at, that station, or for any other reason, with effect from the 1st July, 1959, is also to be granted the protection referred to above. The cases decided otherwise than as stated above may, therefore, be reviewed and arrears, where payable, may be paid.

\* \* \*

6. [ Railway Board's letter No. E(S)I/61-CPC/AL-31 dated 10-4-1963 ]

*Subject : Grant of C. C. A. & H. R. A. to Central Govt. employees.*

In accordance with para 3 of Railway Board's letter No. PC-60/HRA-I/5 dated the 2nd August, 1960, the limits of the locality within which the orders regarding the grant of compensatory (city) allowance and House Rent Allowance apply have been defined as "those of the named municipality or corporation and include such of the suburban municipalities notified areas or cantonments as are contiguous to the named municipality or corporation or other areas, as the Central Government have, from time to time, notified or may notify."

सत्यमेव जयते

2. A question has been raised whether it is necessary to issue specific orders for the grant of these allowances whenever there is a change in the areas included within the municipal limits of a qualified city. It is hereby clarified that specific orders of Central Government would be necessary only for declaring a suburban municipality, notified areas, cantonment, or such other area as a qualifying locality for the purpose of paragraph 3 of the Board's letter referred to above. When a locality is included by the State Government concerned within the limits of a named municipality or corporation, the Railway servants working in that locality will automatically become entitled to the allowances admissible in that named municipality or corporation from the date from which the said locality has been so included. For this no specific orders of the Central Government are necessary.

3. Contrarywise, if any locality is excluded by the State Government concerned from the limits of the named municipality or corporation, the Railway servants working in that locality will cease to draw the allowances admissible in that named municipality or corporation from the date from which the said locality has been so excluded.

[This disposes of General Manager, Northern Railway letter No. 34-E/O-III (Eiv.) dated 3-10-1961].

7. [ Railway Board's letter No. E(S)63-CPC/AL/3 dated 15-3-1963 ].

*Subject : Grant of Compensatory (City) and house rent allowances.*

Reference Railway Board's letter No. E(S)I-61/CPC/AL/21 dated 4-8-1961 on the above subject. On the basis of the final population totals of 1961 Census, the President has been pleased to decide that 'Sangli—Miraj' may be treated as 'C' Class City. Accordingly, in the aforesaid letter 'Sangli—Miraj' may please be added in column 4 against Maharashtra State.

2. These orders take effect from the 1st January, 1963.

8. [ Railway Board's letter No. PC-63/HRA-1/6 dated 31-12-1963 ].

*Subject : Compensatory (city) allowance and house rent allowance—Revised rates of.*

The President is pleased to decide that the rates of Compensatory (city) and House Rent Allowances laid down in the schedule below Rule 414-RI as amended by para I of Board's letters No. PC-60/HRA-1/5 dated 2-8-1960 and No. E(S)I-61/CPC/AL/21 dated 4-8-1961, shall be further revised, with effect from 1st January, 1964, as follows :—

**" A " Class Cities—Bombay, Calcutta, Delhi and Madras.**

Pay.	Compensatory (city) allowance.	Pay.	House rent allowance.
Rs.	Rs.	Rs.	Rs.
Below 150 ..	10% of pay subject to a minimum of 7.50 and a maximum of 12.50.	Below 75 .. ..	10
150 and above ..	8% of pay subject to a minimum of 12.50 and a maximum of 75.	75 and above but below 100. .. ..	15
		100—499 .. ..	15% of pay subject to a minimum of 20.
		500—999 .. ..	12½% of pay.
		Above 999 .. ..	10% of pay.

**" B-I " Class Cities—Ahmedabad, Bangalore, Hyderabad and Kanpur.**

Pay.	Compensatory (city) allowance.	Pay.	House rent allowance.
Rs.	Rs.	Rs.	Rs.
Below 250 ..	7½% of pay subject to a minimum of 6 and a maximum of 15. ..	Below 75 .. ..	9
250 and above ..	6% of pay subject to a minimum of 15 and a maximum of 50.	75 and above but below 100. .. ..	12.50
		100—299 .. ..	12½% of pay subject to a minimum of 17.50
		300 and above ..	10% of pay.



**"B-2" Class Cities.—Agra, Allahabad, Jaipur, Lucknow, Madurai, Nagpur, Poona and Varanasi (Banaras).**

Pay.	Compensatory (city) allowance.	Pay.	House rent allowance.
Rs.	Rs.	Rs.	Rs.
Below 500 ..	5% of pay subject to a minimum of 5 and a maximum of 10.	Below 75 .. ..	7.50
500 and above ..	Amount by which pay falls short of 509.	75 and above but below 100.	10.00
		100 and above but below 200.	15.00
		200 and above .. ..	7½% of pay.

**"C" Class Cities—Ahmednagar, Ajmer, Akola, Aligarh (Koil-Aligarh), Allepey, Ambala, Amravati, Amritsar, Asansol, Ballay, Bandar (Masulipatnam), Bareilly, Baroda, Belgaum, Bhagalpur, Bhopal, Bhatpara, Bhavnagar, Bikaner, Burdwan, Cochin, Coimbatore, Cuttack, Darbhanga, Dehra Dun, Eluru, Gaya, Gorakhpur, Guntur, Hubli, Indore, Jammu, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Jabalpur, Jullunder, Kakinada, Kamarhati, Kharagpur, Kolar Gold Fields, Kolhapur, Kotah, Kozhikode (Calicut), Kurnool, Lashkar, (Gwalior), Ludhiana, Malegaon, Mangalore, Mathura, Meerut, Mirzapur, Moradabad, Muzaffarpur, Mysore, Nagercoil, Nasik, Nellore, Patiala, Patna, Raipur, Rajkot, Rajahmundry, Rampur, Ranchi, Sagar, Saharanpur, Salem, Sangli-Miraj, Shahjahanpur, Sholapur, Srinagar, Surat, Tanjore, Tiruchirapalli (Trichinopoly), Tirunelveli, Trivendrum, Tuticorin, Udaipur, Ujjain, Ulhasnagar, Vellore, Vijayawada (Bezwada), Visakhapatnam (Vizagapatam) and Warangal.**

Compensatory (city) allowance.	Pay.	House rent allowance.
Rs.	Rs.	Rs.
Nil.	Below 75 .. ..	5.00
Nil.	75 and above but below 150.	7.50
Nil.	150 and above .. ..	Amount by which pay falls short of Rs. 156.50.

2. The President is also pleased to decide that the following may be substituted for the existing para 2(iv) of Board's letter No. PC-60/HRA-1/5 dated 2-8-1960 :—

- (i) "(iv) The concession mentioned in sub paragraph (iii) above shall be admissible to Railway servants in the pay range Rs. 251—499 stationed at 'A', 'B-1' and 'B-2' class cities if they claim house rent allowance at Rs. 20 per month in 'A' class cities, Rs. 17.50 per month in 'B-1' class cities and Rs. 15 per month in 'B-2' class cities. If, however, such Railway servants claim house rent allowance of an amount exceeding Rs. 20 per month in the 'A' class cities on the basis of 15% of pay and exceeding Rs. 17.50 and Rs. 15 per month in 'B-1' and 'B-2' class cities on the basis of 12½% or 10% and 7½% of pay respectively, the additional conditions prescribed in the relevant rules in Chapter IV-RI for Railway servants whose pay exceeds Rs. 250 per month as amended from time to time, shall apply for the grant of the allowance".

## II. COMPENSATORY (HILL) ALLOWANCE.

1. [ Railway Board's letter No. PC-60/CA-2/1 dated 21-1-1961, 18-5-1961 and 30-7-1962, to G. M., Northern Rly. & D. G., R. D. S. O. ].

*Subject : Grant of compensatory allowances to Railway servants whose place of duty is situated within the Municipal limits of Simla, Mashobra, Kasumpti, Kufri and Jutogh.*

Reference para 5 (ii) of Railway Board's letter No. PC-60/HRA-1/5 dated 2nd August, 1960.

In supersession of the orders contained in Railway Board's letter No. F(E)48/AL4/(8) dated 14th August, 1952, and 19th February, 1955, and E 59RB3/55(RBI) dated 2nd April 1960, the President is pleased to sanction the grant of the following compensatory allowances to the gazetted and non-gazetted railway servants whose place of duty is situated within the municipal limits of Simla, Mashobra, Kasumpti, Kufri, and Jutogh :—

### (i) House Rent Allowance.

Pay range (gazetted and non-gazetted).	Rate of allowance per mensem.
	Rs. nP.
Below Rs. 75 .. .. .	7 50
Rs. 75 and above but below Rs. 100 ..	10 00
Rs. 100 and above but below Rs. 200 ..	15 00
Rs. 200 and above but below Rs. 500 ..	7½% of pay
Rs. 500 and above .. .. .	Amount by which pay falls short of Rs. 536.42 nP.

### (ii) Compensatory (Hill) allowance.

Below Rs. 150 .. .. .	10% of pay subject to a minimum of Rs. 7.50 and a maximum of Rs. 12.50.
Rs. 150 and above but below Rs. 500 ..	8% of pay subject to a minimum of Rs. 12.50
Rs. 500 and above .. .. .	Amount by which pay falls short of Rs. 538.92.

### (iii) Winter allowance for five months only from November to March.

Below Rs. 150 .. .. .	5% of pay subject to a minimum of Rs. 3.75 and a maximum of Rs. 6.25.
Rs. 150 and above but below Rs. 1,000 ..	4% of pay subject to a minimum of Rs. 6.25 and a maximum of Rs. 37.50.
Rs. 1,000 and above .. .. .	Amount by which pay falls short of Rs. 1,036.50.

2. (a) The grant of House Rent and Compensatory (Hill) allowances shall be subject to the terms and conditions laid down in paragraph 2 of Railway Board's letter No. PC-60/HRA-1/5 dated the 2nd August, 1960.

(b) The grant of winter allowance during leave, absence on tour or temporary transfer shall be regulated in accordance with the provisions contained in the Ministry of Finance's O. M. No. F. 4(4)EII (B)/57 dated the 18th April, 1959, (copy enclosed).

(c) The above allowances shall be admissible only to those railway servants whose place of duty is situated within the municipal limits of Simla, Mashobra, Kasumpti, Kufri and Jutogh.

3. These orders shall take effect from 1st November, 1960. However, a railway servant who was already in receipt of allowances under the existing orders referred to in para 1 above on 1st November, 1960, shall have the option to either (a) draw the revised allowances specified in items (i), (ii) and (iii) under para 1 above, or (b) draw, instead, a fixed amount equivalent to the allowances admissible to him on 1st November, 1960, under the existing orders referred to in para 1 above on the basis of the existing (and not authorized) scales of pay plus Dearness pay. Any railway servant who elects the latter alternative shall draw the said fixed amount on the existing terms and conditions till he becomes ineligible thereto due to, say, promotion to Class II post or on his being transferred away from the particular locality. On his becoming so ineligible, the railway servant concerned shall, of course, be eligible to draw the revised allowances specified in items (i), (ii) and (iii) under para 1 above, if otherwise admissible to him. The option referred to above shall be exercised by 31st March, 1961 and option once exercised shall be final.

"Note :—Promotion for a period not exceeding four months may be treated as 'short term' promotions and in such a case a railway servant may be allowed the protection of the fixed amount from the date of his reversion to his old post. During the 'short term' promotion only the allowances at the revised rates should be allowed."

Necessary amendment to the relevant code rules will be issued separately.

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Copy of O. M. No. F. 4(4)-E. II(B)/57 dated 18th April, 1959, from Ministry of Finance (Deptt. of Expenditure), addressed to All Ministries etc.

*Sub : Local Compensatory Allowances to Central Government servants in Assam State—regulation during leave.*

In supersession of the orders contained in the Ministry of Finance letter of even No. dated 21st November, 1957, to Accountant General, Assam, Shillong and Office Memorandum of even No. dated the 25th April, 1958, I am directed to say that the following principles have been formulated, in consultation with the Comptroller and Auditor General, for the regulation of winter allowance sanctioned at certain Hill Stations in Assam, vide this Ministry's Office Memo No. 2(25)-E. II (B)/56, dated the 26th July, 1956, during leave and temporary transfer :—

(i) This allowance will be admissible during leave as defined in S. R. 6(a) subject to the condition that the Government servant concerned and/or his family reside/resides at the station for which such allowance has been sanctioned.

(ii) During absence on tour or temporary transfer the allowance will be admissible subject to the condition that the Government servant does not draw any allowance of the same kind at the place of halt on duty or in the post to which he is transferred and that his family continues to reside at the station for which such allowance has been sanctioned.

2. In so far as persons working in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

2. [ Railway Board's letter No. PC-60/CA-2/1 dated 30-1-1961 and 14-3-1961 ]

*Sub : Compensatory allowances at hill stations other than Simla, Jutogh, Mashobra and Kasumpti.*

Reference para 5 (ii) of Railway Board's letter No. PC-60/HRA-1/5 dated the 2nd August, 1960.

On the recommendations of the Pay Commission, the President is pleased to direct that the rates of compensatory allowances granted to Gazetted and non-gazetted railway servants employed at the following stations shall be revised as under :—

**(i) Northeast Frontier Railway.**

Darjeeling, Kurseong, and Kalimpong.

**Western Railway.**

Mount Abu out-agency.

Compensatory (hill) Allowance.		House Rent Allowance.	
Pay range.	Revised Rate per mensem.	Pay range.	Revised Rate per mensem.
Rs. Below 500 ..	Rs. 5% of pay subject to a minimum of 5 and a maximum of 10.	Rs. Below 75 .. ..	Rs. nP. 7 50
500 and above ..	Amount by which pay falls short of 509.	75 and above but below 100. 100 and above but below 200. 200 and above but below 500. 500 and above .. ..	10 00 15 00 7½% of pay Amount by which pay falls short of 536.42.

**(ii) Southern Railway.**

Stations on the Nilgiri Mountain Railway Section.

**Central Railway.**

Matheran, Lonavla and Khandala.

**Northern Railway.**

Solan, Dharampur and Mussorie (including Jharipani).

Compensatory (hill) Allowance.		House Rent Allowance.	
Pay range.	Revised Rate per mensem.	Pay range.	Revised Rate per mensem.
Rs. Below 500 ..	Rs. 5% of pay subject to a minimum of 5 and a maximum of 10.	Rs. Below 75 .. ..	Rs. nP. 5 00
500 and above ..	Amount by which pay falls short of 509.	75 and above but below 150. 150 and above .. ..	7 50 Amount by which pay falls short of 156.50.

(iii) **Northern Railway.**

- (a) Joginder Nagar, Palampur (Punjab) and  
(b) Railway stations between Koti and Summer Hill (excluding Summer Hill, Solan and Dharampur but including Koti).

**Northeast Frontier Railway.**

Stations between Chunabhati and Darjeeling (excluding Darjeeling and Kurseong).

**Compensatory (hill) Allowance.**

Pay range.	Revised Rate per mensem.
Rs.	Rs.
Below 500 .. .. .	5% of pay subject to a minimum of 5 and a maximum of 10.
500 and above .. .. .	Amount by which pay falls short of 509.

2. The grant of Compensatory hill and House Rent Allowances shall be subject to the terms and conditions laid down in paragraph 2 of Railway Board's letter No. PC-60/HRA-1/5 dated the 2nd August, 1960 in regard to compensatory (city) and house-rent allowances, respectively. The limits of the locality within which these allowances shall be admissible, shall, however, not be those as specified in para. 3 of Board's letter referred to above but shall be those of the named locality only.

3. These orders shall take effect from 1st November, 1960. A railway servant who was already in receipt of allowances under the existing orders on 1st November, 1960, shall, however, have the option to either—

- (a) draw the revised allowances specified in para 1 above,

OR

- (b) draw instead a *fixed* amount equivalent to the allowances admissible to him on 1st November, 1960, under the existing orders on the basis of the existing (and not Authorized) scales of pay plus dearness pay.

Any railway servant who elects the latter alternative shall draw the said *fixed* amount on the existing terms and conditions till he becomes ineligible thereto due to, say, promotion to a Class II post or on his existing (and not the *Authorized* pay) plus dearness pay becoming equal to or exceeding the limit of Rs. 134.50 laid down for the drawal of house rent allowance at 'C' class rate or on his being transferred away from the particular railway station. If such a person becomes so ineligible, he shall draw the revised rates of allowances specified in para 1 above, *if otherwise admissible*, from the date on which he ceased to be eligible for the *fixed* amount.

The option referred to above shall be exercised before 31st March, 1961, and option once exercised shall be final.

Necessary amendment to the relevant code rules will be issued separately.

3. [Railway Board's letter No. PC-60/CA-2/1 dt. 20-5-61].

*Sub. : Grant of compensatory allowances at Hill stations, in remote localities and in Assam.*

Reference Railway Board's letters of even number dated 21-1-1961 and 30-1-1961 regarding hill stations, No. PC. 60/CA2/15 dated 20-1-1961 regarding remote localities and No. PC60/CA2/17 dated 7-4-1961 regarding Assam on the above subject.

The Railway Board have been considering as to how the drawal of compensatory and/or house rent allowance (s) during the period of leave or temporary transfer falling between the first November 1960 and the date of issue of the above mentioned letters is to be regulated in the case of Railway servants who became eligible to these allowances only from 1st November, 1960.

As already stated in the above mentioned letters, the drawal of compensatory and/or house rent allowances sanctioned therein is to be regulated in terms of para 2 of Board's letter No. PC60/HRA-1/5 dated 2nd August, 1960. Hence, in view of the clarification contained in para 3 of Board's letter No. PC60/HRA-1/5 dated 19-4-1961 in the case of Railway servants posted at the stations referred to in the above mentioned letters, who were not eligible for compensatory and/or house rent allowance(s) under the orders in force upto 31-10-1960 but who have become eligible for the allowance under the orders in force from 1-11-1960, the certificates under Rules 406(a) (i) and (b) (i)-RI and 407 (a)-RI may be presumed during leave/temporary transfer falling within the period from 1-11-1960 to 21-11-1961 or from 1-11-1960 to 30-1-1961 or from 1-11-1960 to 20-1-1961 or from 1-11-1960 to 7-4-1961, as the case may be. The other conditions laid down in Rules 406(a) (ii) and (b) (ii) & (iii)-RI and 407(b)-RI will, however, have to be fulfilled for the drawal of compensatory (city) and/or house rent allowance(s).

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4. [ Railway Board's letter No. F(E)61/LG-3/1 dated 5-10-61 to the G. M., Northern Rly. ]

*Sub. : Grant of Compensatory (Hill) Allowance to Railway staff posted at Panch Rukhi and Sulah Punjab.*

The sanction of the President is communicated to the grant of Compensatory (Hill) Allowance to the Railway staff posted at the above mentioned stations on the Kangra Valley Section, with effect from 1-11-1960 at the rates given below.

<u>Pay Range.</u>	<u>Rate per mensem.</u>
	Rs.
Below Rs. 500/—	5% of pay subject to a minimum of 5 and a maximum of 10.
Rs. 500/—and above	.. .. Amount by which pay falls short of Rs. 509.

### III. COMPENSATORY (ISLAND) AND BAD CLIMATE ALLOWANCES.

I. [Railway Board's letter No. PC-60/CA-2/15 dated 20-1-61 & F(E)62-LG-2/1 dated 30-7-62 to the G. M. Southern Rly.]

*Subject : Grant of remote locality allowance to Railway Servants posted at Pamban, Dhanushkodi, Mandapam, Mandapam Camp, Rameshwaram, Rameshwaram Road, and Thangachimadam stations :—*

Reference para 5 (iii) of Railway Board's letter No. PC-60/HRA-1/5 dated 2-8-1960.

In supersession of the orders contained in Railway Board's letters No. E(S) 53CPC/AL/7 dated 17-1-55, 21-2-55, 2-3-55 and 12-1-56, the President is pleased to sanction the grant of the following remote locality allowance to gazetted and non-gazetted railway servants posted at Pamban, Dhanushkodi, Mandapam, Mandapam Camp, Rameshwaram, Rameshwaram Road, Thangachimadam and Uchippuli stations :—

<u>Pay range.</u>	<u>Rate of the compensatory allowance per mensem.</u>
(Gazetted and non-gazetted)	
Below Rs. 500 .. ..	5% of pay subject to a minimum of Rs. 5 and a maximum of Rs. 10.
Rs. 500 and above. ..	Amount by which pay falls short of Rs. 509.

The allowance shall be granted in accordance with the conditions laid down in Chapter IV of the Indian Railway Establishment Code, Volume I, as amended/amplified from time to time, except that—

- (i) the limits of the locality within which these orders apply shall be those of the named municipality or the corporation etc., (but will not include such of the suburban municipalities etc. as are contiguous to the named municipality etc.)
- (ii) the eligibility for the allowance shall be determined with reference to the place of duty alone in the same way as for compensatory (city) allowance; a railway servant whose place of duty falls within the qualifying limits of the area in question will be eligible for the allowance irrespective of whether his place of residence is within such limits or outside.

These orders shall take effect from 1st November, 1960, and the allowance shall continue to be granted (at the above mentioned rates) until such time as a similar allowance is granted to the employees of Madras Government, if any, posted in the area in question.

Such of the Railway servants who were in receipt of compensatory (Island) allowance on the 1st November, 1960, under the existing orders, shall be given the option to draw the remote locality allowance at the rates specified in para I above or to draw instead of fixed amount equivalent to the amount admissible to them on the 1st November, 1960, on the basis of the existing (and not authorized) pay scales *plus* dearness pay. If any Railway servant elects the latter, he shall draw the said fixed amount till he becomes ineligible under the existing orders (e. g. a class III employee on promotion to a class II post or an employee being transferred away from the station). However, from the date he so ceases to be eligible for the fixed amount, he shall draw the revised rates of allowance specified in para I above, *if otherwise admissible*. The option which should be exercised within 31-3-1961, shall be treated as final.

Necessary amendment to the relevant code rules will be issued separately.

#### IV—BAD CLIMATE ALLOWANCE.

1. [ Railway Board's letter No. PC-60/CA-2/16 dated 19-4-61 ]

Sub : Revision of rates of Bad Climate allowance granted in the form of Special Pay in consideration of the unhealthiness of the locality in which work is performed.

Reference para 5(i) of Railway Board's letter No. PC-60/HRA-1/5 dated the 2nd August 1960.

2. On the recommendations of the Jagannadha Das Pay Commission, the President is pleased to sanction the following revised rates of bad climate allowance granted in the form of special pay in consideration of unhealthiness of the locality in which work is performed, in replacement of the existing rates, to the Gazetted and non-Gazetted Railway servants stationed in the unhealthy localities concerned :—

Railway.	Name of localities.	Pay range (Gazetted and non-gazetted).	Rate of revised bad climate allowance (Spl. Pay) per mensem.
Northeast Frontier.	(i) Stations falling with- in the Civil Sillguri sub- division of Darjeeling Dis- trict, the Civil Jalpaiguri Sub-division of Jalpaiguri District. (ii) Stations in Alipur Duar areas. (iii) Rangtong, Sukna and Panchnai stations.	Below Rs. 150 ..  Rs. 150 and above, but below Rs. 500.	10% of pay subject to a minimum of Rs. 7.50 and a maxi- mum of Rs. 12.50.  8% of pay subject to a minimum of Rs. 12.50.
South-Eastern ..	Bissumcuttack, Singapore Road and Ambadala.	Rs. 500 and above.	Amount by which pay falls short of Rs. 538.92.
Western ..	Waghai		
Eastern ..	Manipur .. .. .		
South-Eastern ..	Arjuni, Bagbahra, Bakal, Khapa Khaparkheda, Khongsara, Mohgaon, Rai- pur, Salekasa, Seoni.		
Southern ..	Alnawar, Basavapuram, Bishenhatti, Bogada, Cas- tle Rock, Chelama, Dan- deli, Devarayi, Diguvi- tta, Ennore, Kadiri, Kam- barganvi, Kalasamudram, Londa, Malakavemala, Mi- nakshipuram, Mudigubba, Mugad, Muktapuram, Mut- halamada, Nagalavi, Nagar- galli, Nallacheruvu, Tavar- gatti and Tinaighat.	Below Rs. 500 ..  Rs. 500 and above	5% of pay subject to a minimum of Rs. 5 and a maximum of Rs. 10.  Amount by which pay falls short of Rs. 509.



Railway.	Name of localities.	Pay range (Gazetted and non-gazetted).	Rate of revised bad climate allowance (Spl. Pay) per mensem.
Central	Bhagra Tawa, Dhanora, Kala Akhar, Mandwa and Taku.	Below Rs. 500	5% of pay subject to a minimum of Rs. 5 and a maxi- mum of Rs. 10
Western	Chitrad, Netrang, Tan- khla, Talala and Unal.	Rs. 500 and above	Amount by which pay falls short of Rs. 509.

3. In the case of N. F. Railway, only non-gazetted Railway servants who have been stationed in the localities mentioned in para 2 above from a date prior to 17-10-1960 (when these stations were declared by the State Government to be unhealthy localities), without interruption except for leave, are eligible for drawing bad climate allowance (Special Pay) vide Board's letter No. F(E)60/AL4/5 dated 17-10-60 and 24/27-3-61.

4. Railway servants, such as gangmen, who may have their headquarters at places other than a Railway station will be eligible for the grant of the special pay provided their headquarters fall within the locality declared as unhealthy by the State Government and is served by the Railway station for which the special pay has been sanctioned. For this purpose, the place of tool box will be deemed as the headquarters in respect of gangmen.

5(i) These orders shall take effect from 1st November 1960. However, such of the Railway servants who were in receipt of special pay on account of the unhealthiness of the localities mentioned in para 2 above, on the 1st November, 1960, under the existing orders, shall be given the option to draw the special pay at the rates specified in para 2 above or, to draw instead, a fixed amount equivalent to the amount admissible to them on the 1st November 1960 under the existing (and not authorized) pay. If any Railway servant elects the latter, he shall draw the said fixed amount till he becomes ineligible to draw the special pay under the existing orders (e.g., a Class III employee on promotion to a Class II post or an employee being transferred away from the station). However, from the date he so ceases to be eligible for the fixed amount, he shall draw the special pay at the revised rates specified in para 2 above, if otherwise admissible. The option, which should be exercised within 31-5-1961, shall be treated as final.

(ii) This sanction shall be effective so long as the above mentioned stations continue to be classified by the State Government concerned as unhealthy localities, or until 31st October 1965, or further orders of the Board revising the rates of, or withdrawing, the special pay, whichever is earlier.

6. Necessary amendment to the relevant code rules will be issued separately.

2. [ Railway Board's letter No. F(E)55/AL-4(I) Pt. II dated 24-5-1961 to the G. M.,  
Western Rly. ]

*Sub : Grant of bad climate allowance in the form of special pay in consideration of  
unhealthiness of locality in which the work is performed.*

The President is pleased to sanction the grant of special pay in consideration of unhealthiness of the locality in which work is performed to all Railway servants (both gazetted and non-gazetted) stationed at the undermentioned localities at the rates shown below :—

Name of Stations.	Pay Group.	Date per mensem.
1. Hathuran .. ..	Below Rs. 500/-	5% of pay subject to a minimum of Rs. 5/- and a maximum of Rs. 10/-
2. Kosamba .. ..		
3. Velacha .. ..		
4. Asarma .. ..		
5. Simodra .. ..		
6. Mota Miya Mangrol ..		
7. Vankal .. ..		
8. Zankhav .. ..	Rs. 500/- and above	Amount by which pay falls short of Rs. 509/-.
9. Keori .. ..		
10. Umerpada .. ..		
11. Fort Songadh .. ..		
12. Doswada .. ..		
13. Vyara .. ..		
14. Kaher .. ..		
15. Kevdi Road .. ..		
16. Kala Amba .. ..		
17. Sandhia .. ..		

2. These orders shall take effect from 1st November, 1960. This sanction shall be effective so long as the above named stations continue to be classified by the State Government concerned as unhealthy localities or until 31st October, 1965, or further orders of the Board revising the rates or withdrawing the special pay, whichever is earlier.

3. Orders in respect of Dungarda station and Danga, allowance will be issued on receipt of the information called for vide Board's letter of even number dated 16th March, 1961.

3. [ Railway Board's letter No. F(E)58/LG-3/3 dated 13/14-7-1961 to G. M., S. E. Rly. ]

*Sub : Review of Bad Climate Allowance.*

The President is pleased to sanction the grant of special pay on account of unhealthiness of the locality in which work is performed to all Railway servants (both gazetted and non-gazetted) stationed at the following stations at the rates shown against each :—

Name of stations.	Pay Group.	Rate per mensem.
1. Lanjigarh Road	Below Rs. 150/- .. ..	10% of pay subject to a minimum of Rs. 7.50 and a maximum of Rs. 12.50.
	Rs. 150/- and above but below Rs. 500/-	8% of pay subject to a minimum of Rs. 12.50.
	Rs. 500/- and above .. ..	Amount by which pay falls short of Rs. 538.92.
2. Jemadiapeta ..	Below Rs. 500/- .. ..	5% of pay subject to a minimum of Rs. 5/- and a maximum of Rs. 10/-.
3. Theruvali ..		
4. Muniguda ..	Rs. 500/- and above .. ..	Amount by which pay falls short of Rs. 509/-.
5. Doikallu ..		

These orders shall take effect from 1st November, 1960. This sanction shall be effective so long as the above named stations continue to be classified by the State Government concerned as unhealthy locality or until 31st October, 1965, or further orders of the Board revising the rates or withdrawing the Special pay, whichever is earlier. .

4. [ Railway Board's letter No. F(E)58/LG-3/3 dated 9-12-1961 to G. M., S. E. Rly. ]

*Sub : Review of Bad Climate Allowance.*

In partial modification of the orders contained in Board's letter of even No. dated 14-7-1961, the President is pleased to decide that the rates of Bad Climate Allowance (Special pay) admissible to the Railway Servants stationed at Muniguda should be revised with effect from 1-11-1960 as under :—

Pay.	Rates.
Below Rs. 150/- .. ..	10 % of pay subject to a minimum of Rs. 7.50 and maximum of Rs. 12.50.
Rs. 150/- and above but below Rs. 500/-	8% of pay subject to a minimum of Rs. 12.50
Rs. 500/- and above .. ..	Amount by which pay falls short of Rs. 538.92

2. The other terms and conditions laid down in Board's letter quoted above will continue to apply.

## V. COMPENSATORY (ASSAM) ALLOWANCE

1. [Railway Board's letter No. PC-60/CA-2/17 dated 7-4-61 to the G. M., N. F. Railway.]

*Sub : Grant of Assam Compensatory Allowance to Railway servants stationed within the State of Assam.*

Reference para 5 of Railway Board's letter No. PC-60/HRA-1/5 dated 2-8-1960.

2. In supersession of the orders contained in Board's letters No. F(E)49/AL-4/(4) dated 26-7-1956 and 17-9-1957, the President is pleased to sanction the grant of following Assam compensatory allowance to the Gazetted and non-gazetted Railway servants stationed within the state of Assam :—

### (i) Assam 'A' Compensatory Allowance.

Railway servants stationed between Lamsakhang to Bokajan (both inclusive) and Bandarkhal to Lumding (both inclusive) :—

Pay range (Gazetted & non-gazetted).	Rate of allowance per month.
Rs.	Rs.
Below 150 .. ..	10% of pay subject to a minimum of 7·50 and a maximum of 12·50.
150 and above but below 500	8% of pay subject to a minimum of 12·50.
500 and above .. ..	Amount by which pay falls short of 538·92

### (ii) Assam 'B' Compensatory Allowance.

Railway servants stationed in the State of Assam elsewhere than at the stations mentioned in (i) above (or at Shillong) :—

Pay range (Gazetted & non-gazetted).	Rate of allowance per month.
Rs.	Rs.
Below 500 .. ..	5% of pay subject to a minimum of 5 and a maximum of 10.
500 and above .. ..	Amount by which pay falls short of 509.

3. The grant of the above mentioned compensatory allowances shall be subject to the terms and conditions laid down in para 2 of Railway Board's letter No. PC-60/HRA-1/5 dated the 2nd August, 1960 in regard to compensatory (city) allowance. However, in the case of the stations mentioned in Item (i) of the preceding para, the limits of the locality within which the allowance shall be admissible shall not be those as specified in para 3 of Board's letter referred to above but shall be those of the named locality only.

4. These orders shall take effect from 1st November, 1960 and the allowance shall continue to be granted at the above mentioned rates until 31-10-1965 unless the rates are revised, or the allowance is withdrawn, earlier.

Such of the Railway servants who were in receipt of a compensatory allowance (including Jungle Allowance) on the 1st November, 1960, under the existing orders contained in Board's letters No. F(E)49/AL-4/(4) dated 26-7-1956 and 17-9-1957, shall be given the option to draw the Assam compensatory allowance at the appropriate rate specified in para 2 above or, to draw instead, a fixed amount equivalent to the amount admissible to them on the 1st November, 1960 under the existing orders on the basis of the existing (and not authorised) pay scales *plus* dearness pay. If any Railway servant elects the latter, he shall draw the said fixed amount till he becomes in-eligible to draw the allowance under the existing orders (e. g., a class III employee on promotion to a class II post or an employee being

transferred away from the station). However, from the date he so ceases to be eligible for the fixed amount, he shall draw the Assam compensatory allowance at the appropriate rate specified in para 2 above, if otherwise admissible. The option which should be exercised within 31-5-1961, shall be treated as final.

5. Necessary amendment to the relevant code rules will be issued separately.

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2. [ Railway Board's letter No. PC-60/CA-2/17 dated 23-1-63 to G. M., N. F. Railway ]

*Sub: Revision of compensatory allowances to the Railway Staff posted in Naga Hills Tuensang Area.*

Reference para 5 of Railway Board's letter No. PC-60/HRA/1/5 dated 2-8-1960.

2. In supersession of the orders contained in Railway Board's letter No. F(E)49/AL-4 (4) dated 26-7-1956, the President is pleased to sanction the grant of the following allowances and concessions to the Railway staff stationed at Manipur Road :—

(i) Compensatory allowance at the rate of 20% of pay. This will be subject to a minimum of Rs. 25 p. m. for staff other than class IV staff.

(ii) Rent free accommodation on a scale approved by the local administration. The Railway staff posted at Manipur Road, who are not provided with rent free accommodation will, however, draw house rent allowance in lieu thereof at the rates applicable in 'B' class cities contained in para 1 of Railway Board's letter No. PC-60/HRA-1/5 dated 2-8-1960.

3. These orders shall take effect from 1-11-1960.

Such of the Railway servants who were in receipt of a compensatory allowance (including Jungle allowance) on the 1st November, 1960 under the existing orders contained in Board's letter No. F(E)49/AL-4(4) dated 26-7-1956 shall be given the option to draw the Assam compensatory allowance at the appropriate rate specified in para 2 above or, to draw instead, a fixed amount equivalent to the amount admissible to them on the 1st November, 1960 under the existing orders on the basis of the existing (and not authorised) pay scales plus dearness pay. If any Railway servant elects the latter, he shall draw the said fixed amount till he becomes ineligible to draw the allowance under the existing orders (e. g. a class III employee on promotion to Class II post or an employee being transferred away from the station). However, from the date he so ceases to be eligible for the fixed amount, he shall draw the compensatory and house rent allowances/concession at the appropriate rates specified in para 2 above, if otherwise admissible. The option which should be exercised within 28-2-1963 shall be treated as final.

4. Necessary amendment to the relevant code rules will be issued separately.

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3. [ Railway Board's letter No. PC-60/CA-2/17 dated 23-4-63 to G. M., N. F. Railway ]

*Sub: Grant of Assam Compensatory Allowance to Railway servants stationed within the State of Assam.*

Reference your letter No. E/9/2PII(C) dated 13-12-1962.

Since Bandarkhal station is situated within the jurisdiction of Cachar Civil District and not in United Mikir and North Cachar Hills District, the railway servants posted at the station will be entitled to draw Assam 'B' Compensatory Allowance at the rates given in para 2(ii) of Board's letter No. PC-60/CA-2/17 dated 7-4-1961. The President is accordingly pleased to direct that the words 'Bandarkhal to Lumding (both inclusive)' appearing in lines 2 and 3 of para 2(i) of Railway Board's letter referred to above should be substituted by 'Bandarkhal (exclusive) to Lumding (inclusive).'

2. In partial modification of the orders contained in Board's wireless of even number dated 22-6-61, the President is pleased to decide that the payment of Assam Compensatory Allowance to the staff made in terms of Board's letter No. F(E)49/AL4/4 dated 26-7-56 for the months from 1-6-61 to 31-3-63 should be treated as final and with effect from 1-4-63 the scale of allowance shall be as indicated in para 1 above.

## VI. OTHER COMPENSATORY ALLOWANCES.

1. [ Railway Board's Letters No. PC-60/CA-2/9 dated 13-9-61 and 13-10-61 ].

*Subject : Revision of rates of Compensatory (Construction/Survey) allowance to staff employed on Construction/Survey Projects on account of introduction of the Revised Pay structure from 1st July, 1959.*

Owing to the absorption of a bulk or whole of the dearness allowance into pay under the Revised Pay Structure introduced from 1st July, 1959 and the consequent increase in the 'pay' element, the Railway Board have been considering the revision of the rates of compensatory (Construction/Survey) allowance current since that date. They have, with the approval of the President, decided that the rates of the said allowance should be revised as under :

<u>Pay/Grade.</u>	<u>Quantum of allowance per month.</u>
Intermediate and Junior Administrative Officers.	Rs. 150 subject to the condition that pay plus the allowance does not exceed Rs. 1749.
Senior Scale Officers and Assistant Officers drawing pay Rs. 700 and above.	Rs. 125
Other Assistant Officers and non-gazetted railway servants, drawing pay :	
Rs. 601—699	Rs. 120
Rs. 501—600	Rs. 100
Rs. 301—500	20% of pay subject to a minimum of Rs. 62.50 and a maximum of Rs. 85.
Rs. 100—300	20% of pay.
Below Rs. 100	25% of pay.

2. The above rates are in partial supersession of those laid down in para 1(b) of Railway Board's letter No. E(G)57AL12-14 dated 27-2-1961 read with their letter of the same number dated 14-6-61 and shall apply to those who elect or are brought on to the Authorised Scales of pay under the Railway Services (Authorized Pay) Rules, from 1-7-1959 or from the date of their effective option, if later.

If the above revision results in any excess payment of the allowance having been made upto 31st July 1961, the President is pleased to decide that such an overpayment shall be waived. In arriving at the amount of overpayment, the benefit of waiver extended under Board's orders No. PC-60/ROP-1/26 dated 20-5-1961 should be taken into account.

Staff who have elected to retain their existing scales of pay or have opted to come on to authorized scale of pay from a date later than 1-7-1959, will continue to be governed by the rates of allowance laid down in para 2 (1) of Railway Board's letter No. E(G)57AL12/14 of 8-5-1958 and para 1(b) their letter of the same number dated 27-2-61 as the case may be, for the period they so remain on the existing scales of pay. Dearness Pay will continue to be treated as pay for this purpose in their cases.

2. [Railway Board's Letter No. PC-60/CA-2/9 dated 11-5-62 and 2-2-63.]

*Sub : Revision of rates of compensatory (Construction/Survey) allowance to staff employed on Construction/Survey Projects on account of introduction of the revised pay structure from 1st July, 1959.*

Reference Board's letter No. PC-60/CA-2/9 dated 13-9-1961 as amended *vide* their letter of even number dated 13-10-61. The Railway Board have decided that the following should be substituted for the existing entry 'against Intermediate and Junior Administrative Officers in para I of Board's letters referred to above :—

"Rs. 150 subject to the condition that pay plus the allowance does not exceed Rs. 1799" w.e.f. 1-8-1961.

2. It has been represented that the revised rates of compensatory (construction/survey) allowance notified in Board's letter No. PC-60/CA-2/9 dated 13-9-61 have affected certain staff adversely. The Board have considered the matter and decided that any non-gazetted Railway servant who was already in receipt of compensatory (construction/survey) allowance at the rates prescribed *vide* their letter No. E(G)57AL12-14 dated 27-2-61 on 31st July, 1961 on any particular projects shall :

(a) draw the revised allowance specified in para I of Board's letter No. PC-60/CA-2/9 dated 13-9-61 as amended from time to time ;

or

(b) draw instead a fixed amount equivalent to the allowance admissible to him on 31st July, 1961 under Board's letter dated 27-2-61 cited above on the basis of pre-authorised scales of pay plus dearness pay ;

whichever is more favourable to him.

This concession is admissible only till the non-gazetted railway servant becomes ineligible for compensatory (construction/survey) allowance, say, due to his being transferred away from the particular project. If such a person becomes so ineligible, he shall draw the revised rates of allowance specified in para I of Board's letter of even number dated 13-9-61 as amended from time to time if otherwise admissible, from the date on which he ceased to be eligible for the fixed amount.

3. The above decisions have the sanction of the President.

4. Further it is clarified that the revised rates of compensatory (construction/survey) allowance notified in Board's letter No. PC-60/CA-2/9 dated 13-9-61 as amended from time to time are applicable to Junior Administrative and Intermediate Administrative grade officers also.

3. [ Railway Board's Letter No. PC-61/CA-5/2 dated 20-11-1961 ].

*Sub : Grant of Relaying Allowance.*

In partial modification of the orders contained in their letter No. F(E)48/AL-4/5 dated 3-6-1953 on the above subject, the Board have decided that non-gazetted engineering staff other than those who are specifically recruited for Relaying works, shall be paid a relaying allowance at the rate of 17½% of pay subject to a maximum of Rs. 100 p.m., provided that the employees who have been drawing a higher allowance under the existing orders calculated on their pay in prescribed scale will continue to draw the same amount until the excess is wiped out by subsequent increase in pay.

This has the sanction of the President, and will have effect from 1-11-1961.

4. [ Railway Board's letter No. PC-60/CA-2/8 dated 14-7-61 ].

*Sub : Review of Grant of Messing, Laundry and Uniform allowances to Nursing Staff in the light of Jagannadha Das Pay Commission Report.*

Reference Railway Board's letter of even number dated 2-7-1960 and your replies thereto.

The Board have decided, with the approval of the President, that the existing rates of Messing, Uniform and Laundry allowances admissible to the Nursing staff should, with effect from 1st July 1961, be revised as under :—

Allowance.	Matrons including Sisters-in-charge of Hospitals.	Nursing Sisters and all Nurses.	Midwives and Health Visitors.
	Rs.	Rs.	Rs.
Messing .. ..	50.00 p.m.	45.00 p.m.	Nil.
Uniform .. ..	130.00 per annum.	110.00 per annum.	110.00 per annum.
Laundry .. ..	6.00 p.m.	5.00 p.m.	5.00 p.m.
	*	*	*

5. [ Railway Board's Letter No. PC-60/CA-2/12 dated 3-11-1962 ]

*Sub : Review of grant of cell allowance in the light of Pay Commission's recommendations.*

The Board have reviewed the grant of cell allowance in the light of the observations of the Jagannadha Das Pay Commission and have decided that the staff handling train lighting cells in the workshop/sheds should be supplied necessary protective equipment as may be required under the State Government rules framed under the Factories Act or other similar rules. The payment of any allowance in cash wherever in vogue should be discontinued. The Board have further decided that such staff who may not be governed by the Factories Act by virtue of their working outside the factories should also be supplied with protective equipment as in the case of those governed by the said Act.

2. This has the sanction of the President.

3. Necessary correction slip to Establishment Code Volume I is being issued separately.



## VII. DEARNESS ALLOWANCE.

1. [Railway Board's letter No. PC-60/DA-3/2 dated 2-8-60 and 24-11-60 and letter No. PC- 60/DA-3/5 dated 21-3-61.]

*Sub : Revised rates of Dearness Allowance.*

The President is pleased to direct that the rates of dearness allowance admissible to Railway servants shall be revised as follows :—

<u>Pay.</u>	<u>Dearness Allowance.</u>
Below Rs. 150 .. .. .	Rs. 10.
Rs. 150 and above but below Rs. 300.. ..	Rs. 20.
Rs. 300 and above .. .. .	The amount by which pay falls short of Rs. 320.

2. The revised rates will take effect from the 1st July, 1959, in supersession of the rates prescribed in the orders\* noted below as amended from time to time and will be applicable to Railway servants who elect or are brought on to the Authorized Scales of pay under the Railway Services (Authorized Pay) Rules, 1960. *No portion of the revised rates of dearness allowance will be treated as pay for any purpose.* Railway servants who elect to retain the existing scales of pay under the Railway Services (Authorized Pay) Rules, 1960, will, however, continue to be eligible to draw dearness allowance at the rates in force on the 30th June, 1959, so long as they continue to draw pay in the existing scales. In the case of Railway servants who are allowed to draw dearness allowance at the rates in force on the 30th June, 1959, the provisions of Railway Board's letter No. E(S)53DAI(7) dated the 20th May, 1953, as amended from time to time, treating a portion of dearness allowance as pay for certain purposes, will continue to apply.

- \*(1) Rly. Board's letter No. E(F)51DAI(11) dt. 19-6-51.  
 (2) Rly. Board's letter No. E(S)157DAI/19 dt. 27-12-57.  
 (3) Para 1 (ii) of Rly. Board's letter No. E(F)49DAI(4) dt. 27-1-49.

3. As the revised rates do not provide for grant of grainshop concessions in any case in addition to the dearness allowance, a Railway servant who has been enjoying grainshop concessions and who elects or is brought on to the authorized scales of pay shall cease to be eligible for grainshop concessions from the date of his coming on to the authorized scales. The President has been pleased to decide that a Railway servant who thus ceases to be eligible for grainshop facilities shall be granted a lumpsum compensatory bonus on the scale shown below—

X Area (Kanpur, Bombay and Calcutta) .. .. .	Rs. 210
A Area (other towns with a population of over 2 lakhs 50 thousand each) .. .. .	Rs. 180
B Area (Towns with a population of 50,000 or more but less than 2,50,000). .. .. .	Rs. 180
C Area (All other localities) .. .. .	Rs. 180

The bonus will not, however, be admissible to Railway servants who cease to be eligible for grainshop concessions in the normal course, either on account of increments or retirements within 6 months of their becoming eligible for it.

4. The President has also been pleased to decide that if a Railway servant who ceases to be eligible for grainshop concessions due to his electing or being brought on to the authorized scales of pay has enjoyed the concessions after 1st July, 1959, or other effective date of his coming on to the authorized scales, the value of the concessions enjoyed by him should be recovered from him. For this purpose, the value of the concessions should be deemed to be equal to the difference between the full cash dearness allowance at the rates in force on 30th June, 1959, plus Rs. 5, on the one hand, and the limited amount of dearness allowance received by the Railway servant in cash or which he would have received but for coming on to the Authorized Scales, on the other.

5. The grant of dearness allowance, whether it is drawn at the revised rates mentioned in para 1 above, or at the rates in force on 30th June, 1959, will continue to be regulated in accordance with the provisions of the late Railway Department's Notification No. E40PA1116 dated 19th March, 1941, as amended from time to time, except that for the purpose of grant of dearness allowance at the revised rates mentioned in para 1 above, no part of the running allowance shall be treated as part of pay.

\* \* \*

2. [Railway Board's letter No. PC-60/DA-3/4 dated 1-10-60 and 9-3-61].

*Sub : Treatment of dearness allowance at the rates in force upto 30th June 1959 as pay for leave salary.*

Under the revised pay structure, the bulk of the dearness allowance in the case of railway servants drawing pay upto Rs. 300 per month in the revised scales, and the whole of the dearness allowance in the case of those in higher pay ranges, has been absorbed into pay. In view of this, the Board have decided, with the approval of the President, that where a railway servant who has elected Authorized scales of pay in terms of the Railway Services (Authorized Pay) Rules, 1960, had proceeded on leave after 1st July 1959, and his leave salary was regulated on the basis of average monthly pay earned during the 12 months preceding the month in which the leave commenced (and where the service rendered was less than this period, the average of the actual period) and during that period, he had drawn dearness allowance partly at the rates in force upto 30th June 1959 and partly at the revised rates introduced from 1st July 1959, the leave salary shall be the average of the pay plus the appropriate dearness allowance at the rates in force upto 30th June 1959, and pay drawn in the Authorized Scales, during the 12 months or the actual period in question.

\* \* \*

3. [Railway Board's letter No. PC-60/DA-3/6 dated 24-3-61]

*Sub : Rates, and conditions of, grant of dearness allowance during leave.*

In partial modification of para 5 of Railway Board's letter No. PC-60/DA-3/2 dated 2nd August, 1960 read with their letter of same number dated 24-11-1960, the President is pleased to direct that, in the case of Railway servants on leave, the dearness allowance shall be based on the leave salary actually drawn. For this purpose, the leave salary shall comprise of only the following elements of pay which are taken into account for the grant of dearness allowance during duty.

- (a) Basic pay, special pay and personal pay.
- (b) Gross amount of Pension and/or pensionary equivalent of other retirement benefits in the case of re-employed railway servants.

The portion of leave salary representing running allowance, which is excluded for calculation of the amount of dearness allowance during duty, shall not be taken into account for determining the amount of the allowance admissible during leave.

2. These orders shall apply to those who proceed on leave on or after 1st April, 1961. Those who are already on leave on that date will continue to be governed by the existing orders.

3. Necessary correction slip to Chapter VIII of Indian Railway Establishment Manual will be issued separately.

4. [Railway Board's letter No. PC-62/DA-4/1 dated 24-4-62]

*Sub : Revised rates of Dearness Allowance.*

Reference Railway Board's letter No. PC-60/DA-3/2 dated 2nd August, 1960, the President has been pleased to decide that, with effect from the 1st November, 1961, the rates of dearness allowance laid down in paragraph 1 of the said letter shall be revised as follows :—

<u>Pay.</u>	<u>Dearness allowance.</u>
Below Rs. 150 .. .. .	Rs. 15
Rs. 150 and above but below Rs. 300 .. .. .	Rs. 30
Rs. 300 and upto Rs. 320 .. .. .	Amount by which pay falls short of Rs. 330.
Rs. 321 and upto Rs. 390 .. .. .	Rs. 10
Rs. 391 and above .. .. .	Amount by which pay falls short of Rs. 400.

2. The President has also been pleased to decide that with effect from the same date viz. the 1st November, 1961, the following *additional* dearness allowance shall be allowed to Railway servants drawing pay in the pre-authorised scales and dearness allowance at the rates in force on the 30th June, 1959 excepting those who are in receipt of grainshop concessions :—

<u>Pay.</u>	<u>Additional dearness allowance.</u>
Upto Rs. 100 .. .. .	Rs. 5
Over Rs. 100 and upto Rs. 320 .. .. .	Rs. 10
Rs. 321 and above but below Rs. 330 .. .. .	Amount by which the total of pay plus dearness allowance (including dearness pay and interim relief) plus additional dearness allowance falls short of Rs. 400.

No portion of this additional dearness allowance shall be treated as pay for any purpose

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\*

5. [Railway Board's letter No. PC-62/DA-4/1 dated 13-8-62].

*Sub : Revised rates of Dearness Allowance.*

Reference para 2 of Board's letter of even number dated 24-4-1962. A question has been raised whether the additional dearness allowance, granted to railway servants drawing pay in pre-authorised scales and dearness allowance at the rates in force on 30-6-1959, is also admissible to apprentices who are drawing stipends and dearness allowance at the rates in force on 30-6-1959. It is clarified that the additional dearness allowance appropriate to their stipend is also admissible with effect from 1-11-1961 to Apprentices who are drawing stipend and drawing dearness allowance at the rates in force on 30-6-1959.

This has the sanction of the President.

6. [Railway Board's letter No. PC-62/DA-4/1 dt. 2-9-62].

*Sub : Revised rates of Dearness Allowance.*

Reference Railway Board's letter of even number dated 24-4-1962 on the above subject. The following points have been raised in connection with the grant of revised rates of dearness allowance sanctioned therein viz. whether the benefit of the increased rates of Dearness Allowance can be allowed to staff :

- (i) who proceeded on L.P.R. on or before 1-11-61 ;
- (ii) who were on leave (other than L.P.R. and extra-ordinary leave) on 1-11-61 ;
- (iii) who were on sick list on 1-11-61 ; provided the period of sick leave not treated as leave without pay (extra-ordinary leave);
- (iv) who were re-employed prior to 1-11-61 and continued to be on re-employment after that date ;
- (v) who finally retired after 1-11-61 but before the issue of the Board's orders dated 24-4-62 ;
- (vi) who were dismissed, removed from service for disciplinary action, or resigned on or after 1-11-61, but before the issue of Board's letter dated 24-4-62;
- (vii) who proceeded on L.P.R. after 1-11-61 but before the issue of Board's letter dated 24-4-62 ; and
- (viii) who were under suspension on 1-11-61.

It is clarified that in all the above cases, the revised rates of dearness allowance are admissible to the staff concerned.

\* \* \* \* \*

7. [ Railway Board's letter No. PC-60/DA-3/6 dt. 5-9-62 ].

*Sub : Grant of revised Dearness Allowance during leave.*

Reference Railway Board's letter No. PC-60/DA-3/6 dated 25-3-1961. It is clarified that the grant of dearness allowance during leave whether on average pay or on half average pay will be based on leave salary actually drawn, both in respect of the monetary limits prescribed in Board's letter No. PC-62/DA-4/1 dated 24-4-1962 within which the allowance is admissible and for the purpose of calculation of the amount of allowance admissible.

(This disposes of Central Railway's letter No. 23113-R/Rules dated 16-3-1962).

\* \* \* \* \*

8. [ Railway Board's letter No. E(Trg.)63/Adj/8 dt. 8-4-63 ].

*Sub : Revised rates of Dearness Allowance—Calculation of overtime on the basis of pay and allowances.*

Reference Board's Letter No. PC-62/DA-4/1 dated 24-4-62 on the above subject, where it has been indicated that no portion of the additional allowance shall be treated as pay for any purpose. It has been represented to the Board that this is likely to be misunderstood particularly in regard to the reckoning of overtime payable under the Hours of Employment Regulations, Factories Act etc. The Board do not see how there can be any misunderstanding in the matter as they have clearly laid down in their letter No. PC-60/OT-1/3 dated 1-9-1961 that for computing 'overtime' dearness allowance and dearness pay should also be included in the term 'ordinary rate of pay'. They desire to clarify, however, that although the additional dearness allowance is not treated as pay for any purpose, it will be taken into account as dearness allowance itself in terms of Board's letter of 1-9-1961 referred to above.

9. [ Railway Board's letter No. PC-64/DA/4/1 dated 14-2-1964 ]

*Sub :—AD HOC increase in rates of Dearness Allowance.*

Reference Railway Board's letter No. PC-62/DA-4/1 dated 24-4-1962.

The President has been pleased to decide that, with effect from the 1st July, 1963, the rates of dearness allowance laid down in para 1 of the said letter shall be revised as follows :—

<u>Pay.</u>	<u>Dearness Allowance.</u>
Rs.	Rs.
Below 110 .. .. .	17
110 and above but below 150 .. .. .	20
150 and above but below 210 .. .. .	35
210 and above but below 300 .. .. .	40
300 and upto 320 .. .. .	Amount by which pay falls short of Rs. 340/—.
321 and upto 380 .. .. .	20
381 and above .. .. .	Amount by which pay falls short of Rs. 400/—.

2. The President has also been pleased to decide that with effect from the same date, viz. the 1st July, 1963, the following revised rates of *additional* dearness allowance shall be allowed to Railway servants drawing pay in the pre-authorised scales and dearness allowance at the rates in force on the 30th June, 1959, excepting those who are in receipt of grain-shop concessions :—

<u>Pay.</u>	<u>Revised rates of Additional Dearness Allowance.</u>
Rs.	Rs.
Below 60 .. .. .	7
60 and upto 100 .. .. .	10
101 and above but below 160 .. .. .	15
160 and above but below 310 .. .. .	20
310 and above but below 330 .. .. .	Amount by which the total of pay plus dearness allowance (including dearness pay and interim relief) plus additional dearness allowance falls short of Rs. 400/—

No portion of this additional dearness allowance will be treated as pay for any purpose.

3. The *ad hoc* increase sanctioned above will be admissible in the different types of cases mentioned in Board's letter No. PC-62/DA-4/1 dated 2-9-1962.

4. The Board desire that immediate arrangements should be made to draw arrears through supplementary bills and to pay the same before the end of the current financial year, so that funds would not lapse.

10. [ Railway Board's letter No. PC-62/DA-4/1 dated 6-3-1964 ].

*Sub :—Rates and conditions of—grant of Dearness Allowance during leave.*

A point has been raised whether the increased rate of Dearness Allowance *vide* Board's letter of even number dated 24-4-1962 is admissible to those who were on leave preparatory to retirement on or prior to 1-4-1961, and continued to be on leave on or after 1-11-1961 and who were getting D. A. based on rates of pay. The Board have carefully considered the matter and desire to clarify that increased rate of Dearness Allowance is not admissible in such cases.

(This disposes of General Manager, C. L. W's letter No. GMA/Ruling/45 (1) dated 19-4-1963).

## VIII. OVERTIME ALLOWANCE.

1. [Railway Board's letter No. PC-60/OT-4/1 dated 22-5-61].

*Sub : Revision of rate of overtime allowance in the case of Railway servants who have come on to the Authorised Scales of Pay.*

The authorized scales have been introduced with retrospective effect from 1st July, 1959. In the meanwhile, Railway servants continued to draw pay in the pre-revision scales and the overtime allowance payable to them, where due, was calculated with reference to the "ordinary rate of wages" or the "ordinary rate of pay" as the case may be, based on these scales of pay. With the coming into force of the authorized scales of pay, a question has been raised as to whether the overtime allowance already paid on the basis of the pre-revision scales of pay should be re-calculated on the basis of authorized scales of pay, and the arrears, where due, paid in cases in which the Railway servants concerned have elected or have been brought over to the authorized scales of pay.

The overtime allowance payable under Section 59 of the Factories Act, 1948, or rule 25 of the Minimum Wages (Central) Rules, 1950, or proviso to Section 71-C of the Indian Railways (Amendment) Act, 1956, has to be paid with reference to "ordinary rate of wages" in the case of the first two and "ordinary rate of pay" in the case of the third mentioned law. With the revision of the pay, the "ordinary rate of wages" or the "Ordinary rate of pay", as the case may be, would also stand revised and, therefore, the Railway servants who have elected or have been brought over to the authorized scales of pay are entitled to be paid overtime on the basis of those scales of pay. In the circumstances, the Railway Board desire that the overtime allowance already paid to the Railway servants concerned, for the period during the which they drew pay in the pre-revision scales, should be revised and arrears due, if any, paid to them. (In this connection attention is, however, invited to Board's letter No. PC-60/RPO-1/26 dated 20-5-1961 regarding waiver of overpayments resulting from revision of pay allowances with retrospective effect).

2. [Railway Board's letter No. PC-60/OT/4/1 dated 2-11-1961].

*Sub : Revision of rate of overtime allowance in the case of Railway Servants who have come on to the authorised scales of pay-clarification.*

Reference Board's letter No. PC-60/OT-1/1 dated 22-5-1961. The Railway Board desire to clarify that overtime allowance under Departmental orders should also be calculated on the basis of pay drawn in the authorised scales in the case of staff who have come over to the authorised scales of pay. Necessary adjustment of overtime allowance may be made for the past period also.

3. [Railway Board's letter No. PC-60/OT-1/3 dated 1-9-1961 and 7-5-1962]

*Sub : Calculation of overtime on the basis of pay and allowances.*

In para 59 of Chapter XXXV of their report, the Jagannadha Das Pay Commission have recommended that overtime allowance should in all cases be calculated on the basis of pay and allowances but excluding house rent allowance.

2. The Board, with the approval of the President, have accepted the above recommendation and it is clarified that the term "ordinary rate of pay" occurring in proviso to section 71C(4) of the Indian Railways (Amendment) Act, 1956 (Hours of Employment Regulations) will include the following :—

- (a) Pay as defined in Rule 2003(21) (a) RII ;
- (b) Dearness allowance and dearness pay ;
- (c) Compensatory (city) allowance ; and
- (d) Cash equivalent of the advantage accruing through the concessional scale of foodgrains and other articles.

These orders will take effect from the date of issue.

3. As regards overtime payable under section 59 of the Factories Act, 1948, and the Minimum Wages Act, 1950, existing practice may continue for the present.

4. [ *Railway Board's Wireless No. PC-60/OT-1/1* date 23-10-1963. ]

The Board's with approval of President, have decided that with effect from 1st October, 1963, the definition of pay given in their letter No. PC-60/OT-1/3 dated 1st September, 1961 for purpose of calculating overtime under hours of Employment Regulation will also apply for purpose of calculating departmental overtime in the case of Loco shed staff for hours worked in excess of 48 per week *vide* No. E53RG1 (L) dated 7th April, 1954.

5. [ *Railway Board's letter No. PC-63/OT-1/1* dated 27-12-1963 ].

*Sub : Overtime to Staff employed in running sheds and carriage and wagon depots beyond 48 hours—Definition of pay for the purpose of.*

In partial modification of the orders contained in the wireless No. PC-60/OT-1/1 dt. 23rd October, 1963 addressed to the Chief Personnel Officer, Eastern Railway and copy endorsed to you under the same number and date, the President is pleased to decide that the definition of pay given in Board's letter No. PC-60/OT-1/3 dated 1st September, 1961 for the purpose of calculating overtime under Hours of Employment Regulations, will also apply for purpose of calculating departmental overtime in the case of staff employed in Loco Running Shed and Carriage and Wagon Depots for hours worked in excess of 48 per week, *vide* Board's letters No. E53RG1 (L) dated 7th April, 1954 and 18th July, 1956. These orders take effect from 1st September, 1961 and arrears, wherever due, may be paid to the affected employees quickly.

6. [ *Railway Board's letter No. PC 63/OT-1/1* dated 16-3-1964 ]

*Sub :—Recommendations of the Jagannadha Das Pay Commission—Calculation of overtime on the basis of pay and allowances.*

From the reports received from the Railways in reply to Board's wireless message of even number dated 4-11-1963, it is seen that there is some confusion regarding the scope of the instructions contained in Board's letter No. PC 60/OT-1/3 dated 1-9-1961. The Board desire to clarify that the instructions contained in their letter of 1-9-1961 were intended to apply only to overtime payable under Section 71 C(4) of the Indian Railways (Amendment) Act, 1956 (Hours of Employment Regulations), as indicated in para 2 of that letter, and not to overtime payable under departmental orders. Separate orders existed in regard to the calculation of overtime payable under the Factories Act and the Minimum Wages Act and overtime payable under the statutory obligations imposed by those Acts had to be regulated in accordance with the orders applicable to such cases. In cases of departmental overtime, no change in the extant basis of calculation *viz.* on pay and dearness pay was contemplated. It is, therefore, reiterated that the orders contained in Board's letter of 1-9-1961 do not apply to overtime payable under Departmental orders as distinct from statutory overtime. The Board have, however, as a specific relaxation, extended the benefit of the orders contained in their letter of 1-9-1961 to staff employed in Loco Running Sheds and Carriage and Wagon Depots *vide* their letter No. PC 63/OT-1/1 dated 27-12-1963.

2. The Board desire that immediate action should be taken to ensure that the orders contained in their letter of 1-9-1961 are not applied to cases of departmental overtime to which these orders do not apply.

3. In cases where a different procedure has been adopted in the past, no re-adjustments of the payments made from 1-9-1961 to the date of issue of this letter need be made. This has the sanction of the President.

## IX. TRAVELLING ALLOWANCE.

I. [Railway Board's letter No. PC-60/TA-2/1 dated 17th September, 1960].

*Sub: Review of rates of Daily Allowance.*

The Railway Board are reviewing the rates of daily allowance for Railway servants in the light of recommendations of the Pay Commission.

The current rates of daily allowance for Railway servants in class III service are related to pay but Railway servants in class IV service are granted daily allowance at flat rates. Under the revised pay structure introduced w.e.f. 1st July, 1959, the bulk or whole of dearness allowance previously payable has been absorbed into pay and this has automatically benefitted to Railway servants in class III service in the matter of daily allowance but no such benefit has resulted in the case of the Railway servants in class IV service who are granted, daily allowance at a flat rate. In view of the above, the President has been pleased to direct in exercise of the powers conferred by proviso to Article 309 of the Constitution, that pending a general review of the rates of daily allowance, the rates of daily allowance payable to Railway servants in class IV service shall be revised as indicated below with immediate effect :—

Particulars of localities.	Revised rate of Daily Allowance.	
	Peons and Jamadars employed in Railway Board's Office and R. D. S. O.	Other class IV staff
	Rs. P.	Rs. P.
Ordinary localities .. .. .	2 00	1 50
Bombay & Calcutta .. .. .	3 00	2 50
Madras, Delhi, Simla, Darjeeling and the whole of Jammu and Kashmir .. ..	2 50	2 00

\* \* \*

2. [Railway Board's letter No. PC-60/TA-2/1 dated 22-5-61 & 19-6-61.]

*Sub : Revision of the rates of grant of Travelling Allowance for Journeys on tour beyond a radius of 8 Kilometers from the headquarters.*

In para 53, Chapter XXXIV, of their report, the Jagannadha Das Pay Commission have recommended that "the daily allowance rates, and the rates of allowance for incidental expenses in connection with tours, should be reviewed."



2. The Railway Board have reviewed the existing rates of travelling allowance for journeys on tour in the light of the above mentioned recommendation of the Commission. They have now decided, with the approval of the President, that the rules regarding travelling allowance for Journeys on tour beyond a radius of eight kilometers from the headquarters, contained in Sections I, II and V of Chapter II of the Indian Railway Establishment Code Vol. I, as amended/clarified from time to time, should be partially modified as indicated below with effect from 1st June, 1961.

### I. Journeys by Air.

When a Railway servant, who is entitled /authorized to travel by Air, travels by a scheduled air service, he shall be entitled to the following travelling allowance :—

- (a) Standard air fare for the journey;
- (b) A sum of Rs. 5 towards insurance cover for travel by the scheduled air service. This sum will be paid irrespective of whether the Railway servant concerned took out an insurance policy or not or took an insurance policy on the annual or consolidated basis. No certificate of actual insurance will be insisted upon. (For covering the risk of travel by chartered planes or I.A.F. aircraft for which no insurance cover is available, and even the normal insurance policies are not valid, a further communication will follow);
- (c) Daily allowance on the same basis as for a journey by Railway.

The mileage allowance referred to in rule 239-RI shall not be payable.

### II. Journeys by Road.

- (a) The normal mode of travel by road for Railway servants drawing pay of not more than Rs. 449 shall be as follows :—

*Pay Range.*

*Mode of Travel.*

- |                            |  |
|----------------------------|--|
| —                          | —  |
| (i) Below Rs. 350 .. ..    | By public conveyance—by ordinary buses where ordinary and deluxe buses ply and by the lower class of accommodation where more than one class is provided ; |
| (ii) Rs. 350 to Rs. 449 .. | By public conveyance—but by deluxe buses where ordinary and deluxe buses ply and by upper class of accommodation where more than one class is provided ;   |

Such railway servants may, however, travel in a full taxi or in a private car in the public interest i.e. where compelling circumstances exist for such a course, as for example, if the Railway servant has valuable records which he must keep with him.

- (b) Railway servants drawing pay of Rs. 450 and above may perform road journey by taking a full taxi or by private car.
- (c) For journeys performed by road, the Railway servant shall be entitled to the following travelling allowance.
  - (i) (a) When journey is performed by public conveyance .. the actual fare.
  - (b) When journey is performed by taking a full taxi or by private car .. .. . 30 nP. per kilometre.
  - (c) For other road journeys excluding those made in a public conveyance, i.e. by one's own motor cycle or scooter or by other means of conveyance .. .. . 15 nP. per kilometre.

The rates mentioned in not only (a) but also (b) and (c) above do not include any element for incidental expenses.

- (ii) Daily allowance on the same basis as for a journey by Railway, and
- (iii) Actual expenses incurred on toll tax.
- (d) When a Railway servant performs a journey by road between stations connected by railway, he shall be granted travelling allowance as in sub para (c) above if the Head of the Department in the case of a Gazetted railway servant and the Divisional Superintendent in the case of a non-gazetted Railway servant is satisfied that the journey by road was necessary in the interest of Railway service, such as the saving of public time, or inspection of work *en route*, etc. If the performance of the journey by road is not in the interest of Railway service, the Railway servant concerned may be granted only such daily allowance as would have been admissible if the journey had been performed by Railway.

### III. Journeys by Railway.

When a Railway servant performs a journey by Railway, he shall be entitled for the following travelling allowance —

- (i) A free pass under the free pass rules by which he is governed, and
- (ii) Daily allowance.

#### IV. Daily Allowance.

- (a) For the period of absence from his headquarters while on tour, including the time occupied in the Journey, a Railway servant (who is not in receipt of a consolidated Travelling Allowance) shall be granted a Daily allowance at the rates mentioned below (including when the journey is performed by air or by road).

Grade/Pay.	Rates of Daily Allowance.		
	Ordinary localities.	Darjeeling, Delhi Jammu and Kashmir State, Madras and Simla.	Bombay and Calcutta.
	2	3	4
1	Rs. nP.	Rs. nP.	Rs. nP.
Railway servants drawing Pay.—			
Rs. 100 and below .. .. .	2 00	3 0	4 00
Over Rs. 100 but upto Rs. 200 .. .. .	3 00	4 50	6 00
Over Rs. 200 but upto Rs. 300 .. .. .	4 50	6 50	9 00
Over Rs. 300 but upto Rs. 400 .. .. .	5 50	8 00	11 00
Over Rs. 400 but upto Rs. 500 .. .. .	6 50	9 50	13 00
Over Rs. 500 but less than Rs. 700 .. .. .	7 50	11 00	15 00
All Gazetted Officers other than those in administrative grade, drawing pay Rs. 700 and over .. .. .	9 00	14 00	16 00
Junior and Inter Administrative grades .. .. .	12 50	15 00	20 00
Senior Administrative Grade (including officers of the rank of General Manager and Member, Railway Board). .. .. .	15 00	20 00	25 00

- (b) Daily allowance for a halt on tour will be allowed at the rate for ordinary localities except for a halt in an expensive locality referred to in column (3) and (4) in sub para (a) above, for more than 12 consecutive hours, for which the higher rate admissible for such locality will be allowed.
- (c) Full daily allowance will be granted for each completed day of absence from the headquarters reckoned from midnight to midnight, i.e. for each calendar day. For the day of departure from his headquarters or return to his headquarters or when the journey commences and ends on the same calendar day, the Railway servant shall be granted the under mentioned proportion of the Daily allowance :—
- (i) if absence from the headquarters does not exceed 6 consecutive hours. 30% of the Daily allowance.
  - (ii) If absence from the headquarters exceeds 6, but does not exceed 12, consecutive hours. 70% of the Daily Allowance.
  - (iii) if absence from the headquarters exceeds 12 consecutive hours .. .. . Full Daily allowance.

If the period of absence from the headquarters falls on two calendar days, it shall be reckoned as two days, even when the absence does not exceed 24 hours, and the daily allowance for each day shall be granted separately in terms of the above.

(c) Full daily allowance may be allowed for a continuous halt of not more than 30 days at any one place. Full Daily allowance for halts exceeding 30 days and upto the limits laid down in rule 205(2)-RI may be allowed where the conditions laid down in rule 205(1)-RI are satisfied and prior approval of the tour programme of the competent authority stated therein has been obtained.

3. Necessary correction slips to the Indian Railway Establishment Code Volume I will be issued separately.

3. [Railway Board's letter No. PC-60/CA-5/1 dated 28-11-1962].

*Sub : Special Concessions to the staff attending to Breakdown duties.*

A question has been raised whether the concession of full daily allowance admissible in terms of para 2(iii) of Board's letter No. E51CPC/179 dated 10-11-1956 can now be allowed in view of the revised travelling allowance rules vide Board's letter No. PC-60/TA-2/1 dated 22-5-61 under which staff are eligible for daily allowance in certain proportions for the periods of absence upto 12 consecutive hours in any calendar day. The Board have considered the matter and have decided that the *existing practice* of granting full daily allowance should continue irrespective of the period of absence from headquarters.

\* \* \* \*

4. [Railway Board's letter No. PC-61/TA-2/2 dt. 17-7-61]

*Sub : Revision of the rates of grant of Travelling allowance for journeys on tour beyond a radius of 8 kilometers.*

In partial modification of section IV(a) of para 2 of Railway Board's letter No. PC-60/TA2/1, dated 22-5-1961, the President is pleased to decide that the rates of daily allowance admissible to Stenographers in the office of the Railway Board and its attached offices shall be as under :—

Pay	Rate of daily allowance.		
	Ordinary localities	Darjeeling, Delhi, Jammu & Kashmir State, Madras and Simla	Bombay & Calcutta.
	Rs. P.	Rs. P.	Rs.
Upto Rs. 300 .. .. .	7.50	8	10
Over Rs. 300 but upto Rs. 400 ..	7.50	8	11
Over Rs. 400 but upto 500 ..	7.50	9.50	13
Over Rs. 500 .. .. .	7.50	11	15

These orders shall have effect from 1st June 1961.

\* \* \* \*

5. [Railway Board's letter No. F(E)61/AL-28/10 dt. 18-1-62]

*Sub : Payment of T.A./D.A.—Clarifications of*

Reference Board's letter No. PC-60/TA2/1 dated 22-5-1961. The following points have been raised for Board's clarification :

- (i) Whether in view of the words "including when the journey is performed by air or road" appearing in section IV(a) of Board's letter quoted above, the period of absence may be calculated from the time a Railway servant leaves his Headquarters office (The time taken to cover the distance from the office to station by road being taken into account) ; and

- (ii) Whether in cases where the absence from headquarters is comprised of journeys made in two or more different spells the different spells should be combined or taken separately and daily allowance allowed for each spell.

2. The Board have considered the above points and desire to clarify as under :—

- (i) Whether the journey is performed by Air/Rail/Road, the period of absence from Headquarters shall begin from the time the Railway servant actually leaves the Headquarters station, time spent on journeys by Road from Headquarter office to the Station/Airport/Omnibus station shall not be included.
- (ii) Each spell of absence from Headquarters shall constitute a complete journey and daily allowance allowed separately in respect of it on the basis of the orders contained in Board's letter of 22-5-1961 referred to above. The total daily allowance allowed for journeys performed on any calendar day shall, however, be subject to a maximum of the full D. A. admissible for each completed day of absence from midnight to midnight.
- \* \* \*

6. [Railway Board's letter No. F(E)61/TA-1 dt. 7-2-62]

*Sub : Travelling Allowance—re-imbursement of Toll charges.*

With reference to item (iii) at page 3 of Railway Board's letter No. PC-60/TA2/1 dated 22-5-61, it is clarified that the toll tax is to be re-imbursed to Railway servants only if the State Government concerned re-imburses the toll tax to its employees on tour/transfer. This has the approval of the President.

\* \* \*

7. [Railway Board's letter No. PC-60/TA-2/1 dt. 4-5-62]

*Sub : Revision of the rates of grant of Travelling Allowance for journey on tour beyond a radius of 8 kilometers from the headquarters.*

It has been represented to the Board that the revised travelling allowance rules as introduced in Board's letter No. PC-60/TA-2/1 dated 22-5-61 consequent on the recommendations of the Jagannadha Das Pay Commission should be made applicable to the staff governed by ex-Company travelling allowance rules. The Board have considered the matter and have decided that the staff governed by ex-Company travelling allowance rules may be given an option either to be governed by the existing travelling allowance rules or to come over to the revised travelling allowance rules and rates as introduced vide Board's letter of 22-5-61 referred to above. Staff may be given two months' time within which they could exercise the option and the option so exercised shall be final.

This has the sanction of the President.

\* \* \*

8. [Railway Board's letter No. PC-60/TA-2/1 dt. 18-7-62]

*Sub : Revised Travelling Allowance Rules—Date of Applicability to the ex-Company Staff.*

The ex-company staff who opt for State Railway Travelling Allowance Rules in terms of the option given in Board's letter of even number dated 4-5-62, shall be governed by the said rules from the date of their option.

\* \* \*

9. [Railway Board's letter No. PC-60/TA-2/1 dt. 1-9-62]

*Sub : Revision of the rates of grant of Travelling Allowance for journeys on tour beyond a radius of 8 kilometres from the headquarters.*

Reference para 2 I(b) of Railway Board's letter No. PC-60/TA-2/1 dated 22-5-61. It is clarified that a single payment of Insurance charges covers risk of flights by fare paying passengers on regular airline aircraft operating over scheduled routes within 24 hours.

10. [Railway Board's letter No. PC-62/TA-2/1 dt. 15-9-62]

*Sub : Travelling Allowance to staff—Revision in rates of.*

Reference para 2 IV(b) of Railway Board's letter No. PC-60/TA-2/1 dated 22-5-61. It is clarified that daily allowance at the higher rates applicable at expensive localities should be granted only if the halt at such a locality is for more than 12 consecutive hours in a calendar day.

\* \* \*

11. [Railway Board's letter No. PC-60/TA-2/1 dt. 20-3-61 & 5-5-61]

*Sub : Review of rates of daily allowance applicable to casual labour.*

In supersession of the orders contained in Railway Board's letters No. E(S)I-57CPC/AL 38 dated 13-10-1958 and 5-1-1959, the President has been pleased to direct that the following rates of daily allowance shall be allowed to casual labour when they have unavoidably to be sent on duty out of their headquarters in the interest of railway work :—

Particulars of localities.	Revised rates of daily allowance.	
	Unskilled and semi-skilled casual labour	Skilled and highly skilled casual labour.
	Rs. nP.	Rs. nP.
Ordinary localities .. .. .	1. 50	2. 25
Madras, Delhi, Simla and the whole of Jammu and Kashmir State. .. .. .	2. 00	3. 00
Bombay and Calcutta .. .. .	2. 50	3. 75

The above decision shall have effect from the date of issue of this letter.

2. Necessary amendment to para 7 of Chapter XXV of the Indian Railway Establishment Manual will issue in due course.

\* \* \*

12. [Railway Board's letter No. PC-60/TA-2/1 dt. 11-10-61]

*Sub : Review of rates of daily allowance applicable to casual labour.*

In supersession of the orders contained in Railway Board's letter of even number dated 20-3-1961 on the subject, the President has been pleased to direct that the following rates of daily allowance shall be allowed to Casual labour when they have unavoidably to be sent on duty out of their headquarters in the interest of railway work :—

Particulars of localities.	Revised rates of daily allowance	
	Unskilled and semi-skilled casual labour.	Skilled and highly skilled casual labour.
	Rs. nP.	Rs. nP.
Ordinary localities .. .. .	2. 00	3. 00
Darjeeling, Delhi, J & K State, Madras and Simla .. .. .	3. 00	4. 50
Bombay & Calcutta .. .. .	4. 00	6. 00

The above orders shall take effect from the date of issue of this letter.

2. Necessary amendment to para 7 of Chapter XXV of the Indian Railway Establishment Manual will issue in due course.

**13. [Railway Board's letter No. PC-60/TA-2/1 dt. 23-2-62 & 13-5-63]**

*Sub : Review of rates of daily allowance applicable to casual labour.*

It is clarified that the orders regarding the eligibility and calculation of daily allowance on percentage basis as laid down in para 2 IV of Board's letter No. PC-60/TA-2/1 dated 22-5-1961 are also applicable to casual labour. The rates of daily allowance for casual labour have been specified in Board's letter of even number dated 11-10-1961.

Past cases dealt with otherwise than in accordance with these orders need not be re-opened.

**14. Railway Board's letter No. PC-60/TA-1/1, dated 30-12-60]**

*Sub : Revision of rates, and conditions for grant of conveyance allowances for journeys at or near the headquarters.*

The Railway Board have reviewed the rates, and conditions for grant of conveyance allowances for journeys at or near the headquarters in the light of the observations and recommendations made by the Pay Commission in para 51, Chapter XXXIV of their report. They have now decided, with the approval of the President, that the rates and conditions or grant of these allowances as laid down in the relevant rules in the State Railway Establishment Code, Volume I, and other orders, as amended from time to time, should be partially modified as indicated below w.e.f. 1st January, 1961 :—

**I. Occasional Journeys at or near the Headquarters.**

When a gazetted or a non-gazetted railway servant occasionally undertakes journeys on duty at or within a radius of 8 kilometers from his headquarters he will be eligible for the following allowance :—

- (a) If he is drawing pay of not less than Rs. 450 per month, he may be permitted to draw taxi hire for the journey (subject to the conditions laid down in Board's orders under Rule 246-RI). If, however, he uses his own car or motor cycle scooter for the journey, he may, in compensation of the actual expenses incurred in so using his own vehicle, be granted an allowance at the following rates :—

When motor car is used	25 nP. per kilometre of the journey performed.
When motor cycle/scooter is used.	8 nP. per kilometre of the journey performed.

- (b) If he is drawing pay of less than Rs. 450 per month he may be permitted to draw the actual cost of hiring a conveyance for the journey (subject to the conditions laid down in Railway Board's orders under Rule 246-RI). If, however, such a railway servant uses his own motor cycle/scooter for the journey, he may, in compensation of the actual expenses incurred in so using his own vehicle, be granted an allowance at the rate of 8 nP. per kilometre of the journey performed.

**II. Frequent Journeys at or near the Headquarters**

- (a) Motor Car/Motor Cycle/Scooter allowance.

A (gazetted or non-gazetted) Railway servant who maintains a private motor car or a motor cycle/scooter and uses it in the performance of his official duties may, at the discretion of the General Manager be granted a motor car or motor cycle/scooter allowance at the scale shown below, if he is drawing pay of not less than Rs. 450 per month in the case of motor car allowance and Rs. 200 per month in the case of the motor cycle/scooter allowance provided that the General Manager is satisfied that it is necessary in the interests of

Railway administration for him to travel by motor car or motor cycle/scooter frequently on duty :—

Average distance travelled per month by the Railway servant in his private motor car or motor cycle/scooter.	Monthly allowance admissible for the maintenance of—	
	Motor car	Motor cycle/scooter
	Rs.	Rs.
201—300 Kilometres .. .. .	60	20
301—450 Kilometres .. .. .	90	30
451—600 Kilometres .. .. .	120	40
601—800 Kilometres .. .. .	150	50
801 and above .. .. .	180	

If the motor car or motor cycle/scooter is out of order or is not used for any other reason for more than 15 days at a time, no allowance shall be admissible for the period in question.

No part of the motor car or motor cycle/scooter allowance will be admissible during (joining time or) leave or temporary transfer.

#### (b) Conveyance (Hire) Allowance.

A (Gazetted or non-gazetted) Railway servant who is not in receipt of a motor car or motor cycle/scooter allowance but is required to travel frequently at or within a radius of 8 kilometers from his headquarters by a conveyance other than a bicycle, may, at the discretion of the General Manager, be granted a conveyance (hire) allowance at the following scale :—

Average monthly distance covered on official duty at or near headquarters.	Monthly allowance admissible
	Rs.
201—300 Kilometres .. .. .	20
301—450 Kilometres .. .. .	30
451—600 Kilometres .. .. .	40
601 and above .. .. .	50

The bicycle allowance shall continue to be governed by the existing rules and orders.

#### (c) Horse Allowance.

It would seem that the horse allowance is not being granted to any railway servant. The rules pertaining to horse allowance may, therefore, be deemed to be deleted.

2. The necessary correction slips to the relevant code rules will be issued separately.

### 15. [ Railway Board's letter No. PC-60/TA-1/I dated 2-11-62 ]

*Sub : Revision of rates, and conditions for grant of conveyance allowances for journeys at or near the headquarters.*

The following note may be inserted under para II(a) of Board's letter No. PC-60/TA-1/I dated 30-12-1960 :—

" Note :—The condition regarding pay limit, i.e., not less than Rs. 450/- per month attached to the grant of Motor Car Allowance may be relaxed with the prior approval of the Railway Board in special cases in which the nature of duties requires the maintenance of a motor car."

2. This has the sanction of the President.

3. Reference sub para 2 under para II (a) of Board's letter referred to above. It is clarified that the allowance shall also not be admissible during holidays prefixed to leave or holidays suffixed to leave and joining time. Claims already settled otherwise need not, however, be re-opened.



16. [ Railway Board's letter No. F(E)62AL28/14 dated 16-11-1962 ].

Sub.—Scale of allowance for incidental expenses in respect of journeys by air to the Railway servants of the various grades.

In partial supersession of the orders contained in Board's letter No. P(C)60/TA2/1 dated 22-5-1961, the Board, with the approval of the President, have decided that the Railway servants who are authorised to travel by air by the competent authority should be paid incidental expenses at the following rates:—

(A) (1) A Railway servant of the first grade authorised to travel by air in a commercial plane on tour is entitled to a mileage allowance equal to one standard air fare for the journeys plus an allowance at one-fifth of the standard air fare limited to a maximum of Rs. 30 for each journey.

(2) A Railway servant of a grade lower than the first, authorised to travel by air on tour is entitled to one standard air fare for the journeys plus an allowance at the following rates:—

(i) In the case of a journey between stations connected by rail:—

Second grade.—24 nP. for every 10 Kms. or part thereof if it exceeds 5 Kms.

Third grade.—13 nP. for every 10 Kms. or part thereof if it exceeds 5 Kms.

Fourth grade.— $\frac{1}{2}$  Third class fare by passenger train.

(ii) In the case of a journey between stations connected by sea:—

$\frac{3}{5}$ th of the steamer fare of the class to which he is entitled by steamer.

(iii) In the case of a journey between stations connected by road:—

Second grade .. .. 8 nP. per Km.

Third grade .. .. 4 nP. per Km.

Fourth grade .. .. 2 nP. per Km.

to which he would have been entitled by the surface route or one-fifth of the standard air fare limited to a maximum of Rs. 30 for each journey whichever is less.

Note.—(a) For the purpose of this rule, the gradation of officers shall be as in rule 209-R1.

(b) Standard air fare means the actual single journey air fare payable for the service by which the journey is performed.

(B) When a Railway servant is allowed free transit by air in a machine owned or chartered by Government or by an Indian State he is entitled to an allowance for incidental expenses calculated under clause (A) of this letter in cases where the stations are connected by surface route.

(C) In the case of halts on tour, in addition to the incidental expenses, half daily allowance may be drawn at the place of halt on the day of arrival and on the day of departure therefrom, provided that no daily allowance shall be admissible in respect of a place of halt from which a Railway servant departs on the same day on which he arrived at it, or vice-versa.

If available, return tickets at reduced rates should always be purchased when the Railway servants expect to purchase perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and

return journeys when such return tickets are available will, however, be the actual cost of return ticket plus an allowance calculated under clause (A) of this letter as for single journey each way.

These orders will come into force from 1-11-1962.

\* \* \* \*

**17. [ Railway Board's letter No. F(E)62AL-28/18 dated 30-1-1963 ].**

*Sub: Paymaent of Daily Allowance to Engineering staff employed on doublings.*

A question has been raised as to whether the Engineering staff employed on doubling works should be governed by the second proviso to rule 203-RI or by the normal rules in the matter of payment of daily allowance. The Board have carefully considered the matter and decided with the approval of the President that the Engineering staff employed on doubling works should be paid daily allowance under the normal rules and not under the second proviso to rule 203-RI.

2. Past cases settled otherwise need not be re-opened.

3. This is in supersession of the Board's earlier orders contained in their letter No. F(E)60AL28/12 dated 6-1-1961 \*.

(This also disposes of your Dy. F. A. & C. A. O. (Construction)'s D. O. letter No. Con/Pt.I-An/15/60 dated 19-12-1962† and D. O. letter No. F. A. & C. A. O. (C)/Misc.19‡ dated 24th Dec., 1962).

\* for S. E. Railway only.

† N. Railway only.

‡ W. Railway only.

\* \* \* \*

**18. [ Railway Board's letter No. F(E)62AL28/14 dated 20-2-1963 ].**

*Sub: Incidentals for air journeys between places not connected by scheduled air services.*

Reference Board's letter of even number dated 16-11-1962. A question has been raised as to how the incidental expenses are to be paid to Railway servants for the journeys undertaken in chartered plane/Government owned machine when the places are not connected by scheduled air services. The Board have considered the matter and decided that the incidental expenses in such cases may be paid at the rates indicated below.

1. When a Railway servant of the 1st grade travels by air in a plane woned or chartered by the Government between places not connected by scheduled air services, he will be entitled to incidentals at the rate of 3 nP. per Km. limited to Rs. 30 for each single journey.

2. Officers of the grades lower than the 1st grade be entitled to incidentals at 3 nP. per Km. limited to Rs. 30 for each single journey or the amount of incidental expenses admissible in terms of para 1 (A) (2) of Board's letter of even number dated 16-11-1962, whichever is less. When the places are not connected by surface routes, they will be entitled to the same incidentals as for 1st grade officers as indicated in (1) above.

3. In cases where a Railway servant undertakes more than one air journeys between places connected by scheduled air services as also between places not connected by scheduled air services on the same day, he will be entitled to the incidental expenses under Boards orders dated 16-11-1962 or as in para 1 above, subject to the over-all limit of Rs. 30 for all air journeys performed on that day.

4. These orders will take effect from the date of issue. Pending cases may also be dealt with under these orders.

5. The above has the sanction of the President.

**19. [ Railway Board's letter No. F(E)62/AL-28/9 dated 17-1-1963 ].**

*Sub: Travelling Allowance to the Engineering Subordinates for the journeys within their sphere of duty.*

Reference Board's letter of even number dated 30-6-1963 and your replies thereto on the above-noted subject. The Board have since decided that Gangmen, Keymen and Mates should be paid T. A. under the normal rules when they are sent out of their normal beats on official duty for example, in connection with emergencies, special works, accident enquiries, periodical medical examination, patrolling of track connected with V. I. P. tours, collection of materials, repairs to tools etc. While applying the normal rules to the categories mentioned above, the distance beyond 8 Kilometres laid down in Rule 203-R.I. should be reckoned from either end of their beats i.e., T. A. should be paid only if they go beyond eight kilometres from either end of their beats or return from a similar distance to either end of their beats.

\* \* \*

**20. [ Railway Board's letter No. E(E)63/AL-28/5 dated 27-7-63 ].**

*Sub : Enhanced rates of daily allowance admissible for halts in Bombay City—Whether admissible in the entire municipal area.*

A question has been raised as to whether the enhanced rates of daily allowance sanctioned for halts in Bombay vide Board's letter No. PC60/TA2/1 dated 22-5-61 are applicable to the entire area falling within the municipal limits of that city. The Board have carefully considered the matter and desire to clarify that the enhanced rates of daily allowance sanctioned for halts in Bombay are applicable only to that portion of the area bounded by the Sion creek (i.e. up to Sion on Central Railway) and the Mahim Creek (i.e. upto Mahim on Western Railway). In respect of the areas falling within the Municipal limits of the city, but beyond the stations referred to above, only the ordinary rates of daily allowance will apply.

2. The enhanced rates of daily allowance admissible for Bombay city are not applicable to those railway servants touring in and about the city under circumstances entitling them only to daily allowance, if their headquarters are situated within the limits indicated in para one above i.e. up to Sion on Central Railway and Mahim on Western Railway.

3. The orders take effect from the date of their issue. Past cases already settled otherwise need not be reopened but pending claims should be regulated in accordance with these orders.

4. The above has the sanction of the President.

\* \* \*

**21. [ Railway Board's letter No. F(E)63/AL28/9 dated 12-9-1963 ].**

*Sub : Grant of Travelling allowance on transfer.*

The President, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, is pleased to direct that the Indian Railway Establishment Code, Volume I, be amended as in the advance correction slip sent herewith.

This amendment would take effect from 1-6-1961.

*Advance Correction Slip No. 155-R1.*

Substitute the following for the existing clause (a) of para 251 of the Indian Railway Establishment Code, Volume I.

(a) Mileage allowance at twice the rate applicable as indicated below this clause When however he is permitted to hand over charge of his old post or to take over charge of his new post at a place other than the headquarters, or he proceeds to the new station without returning to his old station while he is on tour, mileage allowance will be admissible at the single rate :—

First grade	32 nP. per Kilometer.
Second grade	24 nP. per Kilometer.
Third grade	10 nP. per Kilometer.
Fourth grade	6 nP. per Kilometer.

( Authority Railway Board's letter No. F(E)63/AL28/9 dated 12-9-1963 ).

\* \* \*

**22. [ Railway Board's letter No. F(E)63/AL-28/5 dated 28-9-63 ].**

*Sub : Payment of Daily Allowance at enhanced rates in the localities of Calcutta, Delhi, Madras and Simla.*

In continuation of Board's letter of even number dated 27-7-63, the enhanced rates of Daily Allowances for halts at Calcutta, Delhi, Madras and Simla will be applicable in the areas mentioned below against these localities :—

<i>Calcutta &amp; Dum Dum :</i>	The limits of jurisdiction of the Calcutta Corporation and the Municipal area of Dum Dum.
<i>Delhi :</i>	The area within the jurisdiction of Delhi Municipal Corporation, New Delhi Municipal Committee and Delhi Cantonment.
<i>Madras :</i>	The limit of the jurisdiction of the Madras Corporation.
<i>Simla :</i>	The area within the jurisdiction of Simla Municipality and Jutogh Cantonment.

2. The condition regarding the grant of enhanced rate of Daily Allowance laid down in para 2 of Board's letter, referred to above, will apply mutatis-mutandis in these cases also.

3. The orders take effect from the date of issue. Past cases already settled otherwise need not be reopened, but pending claims should be regulated in accordance with these orders.

4. The above has the sanction of the President.

\* \* \*

**23. [ Railway Board's letter No. F(E)63/AL-28/13 dated 26-11-63 ]**

*Sub :—Travelling allowance—Clarification of the orders contained in Board's letter No. PC-60/TA1/1 dated 30-12-60 and PC60/TA2/1 dated 22-5-1961.*

With reference to the orders contained in Board's letters referred to above, the following doubts have been raised for clarification :—

(1) Whether the rates for mileage allowance referred to in para 251-R.I. are the same as contained in para 2-II(C)/(i)(a) & (b) of Board's letter No. PC 60 TA2/I dated 22-5-61 i.e. the actual fare in case of journey by public conveyance, and 30 nP. per K. M. in the event of journey by full taxi or private car ;

(2) the circumstances in which the rate of 15 nP. per K. M. mentioned in sub-para II (c)(i)(c) of Board's above quoted letter of 22-5-61 will become operative as the mode of conveyance for which it is applicable does not find a mention in sub para 2 II(a) & (b) of Board's letter *ibid*.

(3) whether the limitations prescribed in sub-para 2(a) (vii) Section I, Chapter VI of the Establishment Manual are also applicable to non-gazetted staff, who have become eligible to taxi hire in terms of para 1(a) of Board's letter No. PC 60/TA1/I dated 30-12-60 ; and

(4) whether the note 2 under para 243-R. I. is applicable to non-gazetted staff entitled to taxi hire in terms of para 1(a) of Board's letter of 30-12-60.

2. The Board have considered the above points and desire to clarify as under :—

(1) This has already been clarified *vide* Board's letter No. F(E)63-AL28/9 dated 12-9-63.

(2) The rate of 15 nP. per K. M. will apply in cases where journeys by road are performed by one's own motor cycle or scooter or other means of conveyance with the exception of public conveyance and full taxi or private car i.e. when a mode of conveyance for which no tariff rate has been fixed by the authorities concerned is used by the Railway servant.

(3) The payment of taxi hire to a Railway servant (gazetted and non-gazetted) will have to be restricted to the amount of daily allowance admissible to the Railway servant of equal status for halting at the station while on tour i.e. the provision contained in para 2(a) (vii) of Chapter VII of the Establishment Manual is applicable to non-gazetted staff who are eligible for taxi hire in terms of Board's letter No. PC 60 TA1/I dated 30-12-60.

(4) The provision contained in Note 2 below para 243-R. I. is applicable to all non-gazetted staff undertaking journeys at the place of halt on tour and the orders contained in Board's letter No. PC-60/TA1/I dt. 30-12-60 apply to all non-gazetted staff undertaking occasional journeys at or near the headquarters and the same are not applicable in the case of journeys undertaken at the place of halt on tour. These two sets of orders are intended to be applied on different occasions and the question of payment under both the sets of orders simultaneously does not arise.

The above has the sanction of the President.

[ This also disposes of D. B. K. Railway's letter No. EGA/8/9978 of 18-12-62.]

## X. RUNNING ALLOWANCE.

I. [ Railway Board's letter No. PC-60/RA-2/1 dated 22-5-1961 & 27-5-1961 ]

*Sub : Revision of the rates of running allowances, payable to Running staff, with effect from 1st June 1961.*

Consequent on the revision of the structure of pay and allowances, and the rates of travelling allowance for journeys on tour, the President has been pleased to direct that :

(1) The existing rates of running allowances, payable to Running staff, shall be revised as follows with effect from 1st June 1961 :—

Category.	Revised Rates	
	Mileage allowance.	Allowance in lieu of mileage.
1	2	3
	Per 100 Kilometres Rs. nP.	Per day. Rs. nP.
<b>Loco Train Crews :</b>		
Driver Gr. 'A' .. .. .	2.80	4.50
Driver Gr. 'B' Motormen .. .. .	2.65	4.25
Driver Gr. 'C' .. .. .	2.50	4.00
First Fireman Gr. 'A' Asstt. (Elec.) Driver ..	1.40	2.25
First Fireman Gr. 'B' (De sel Driver 'C' Asstt.) ..	1.25	2.00
Second Fireman .. .. .	1.05	1.65
<b>Loco Shunting Crews :</b>	Per day of eight hours. Rs.	
Shunter 'A' Shunter 'B' .. .. .	2.50	2.50
First Fireman Gr. 'A' .. .. .	1.20	1.20
First Fireman Gr. 'B' .. .. .	1.00	1.00
Second Fireman .. .. .	0.80	0.80
<b>Traffic Train Crews :</b>	Per 100 Kilometres Rs.	
Guard Gr. 'A' .. .. .	1.70	2.70
Guard Gr. 'B' .. .. .	1.60	2.55
Guard Gr. 'C' .. .. .	1.55	2.45
Brakesman .. .. .	0.95	1.50

(2) The revised rates of running allowance shall be applicable only to Running staff who have come to the authorized scales of pay ; those who have elected to continue to draw pay in their 'existing' scales of pay under rule 8(b) of the Railway Services (Authorized Pay) Rules 1960, shall continue to draw running allowances at the existing rates.

2. [ Railway Board's letter No. E(S)61RS/37 dated 22-6-1962 ]

*Sub : Revision of the rates of Running Allowance.*

The Railway Board have had under consideration the question of revision of the Running Allowance Rules consequent on the introduction of the decimal system of coinage and the metric system of measurement. They have accordingly decided that the following amendments should be made in the Revised Running Allowance Rules sent as Appendix C to their letter No. E(R)48CPC/197 dated 17-12-48, as amended from time to time.

*Rule IV.* The word and figure " 100 miles " appearing in the first sentence should be substituted by " 100 kilometres ", and the existing rates of mileage given thereunder should be revised as under :—

<i>Loco Train Crew :</i>				Per 100 kilometres.
				Rs. nP.
Drivers Grade A	..	..	..	2.80
Drivers Grade B	..	..	..	2.65
Drivers Grade C	..	..	..	2.50
First Fireman Grade A	..	..	..	1.40
First Fireman Grade B	..	..	..	1.25
Second Fireman	..	..	..	1.05

<i>Loco Shunting Crew :</i>				Per day of 8 hours.
				Rs. nP.
Shunter Grade A	..	..	..	2.50
Shunter Grade B	..	..	..	2.50
First Fireman Grade A	..	..	..	1.20
First Fireman Grade B	..	..	..	1.00
Second Fireman	..	..	..	0.80

<i>Traffic Train Crew :</i>				Per 100 Kilometres
				Rs. nP.
Guards Grade A	..	..	..	1.70
Guards Grade B	..	..	..	1.60
Guards Grade C	..	..	..	1.55
Brakesman	..	..	..	0.95

In the note appearing below this rule, the word and figure ' 1 mile ' should be substituted by the word and figure 1.5 kilometre.

The figure and word ' 10 miles ' appearing in exceptions 1 and 2 under this rule should be substituted by the figure and word ' 15 Kilometres '.

*Rule V(a).* For the existing rates given under this rule, the following rates shall be substituted :

" First 60 kilometres at double the distance next 60 kilometres at  $1\frac{1}{2}$  times the distance, balance as for actual distance.

*Rule V(b)* The figures and words ' 12½ miles ' and ' 50 miles ' appearing in this rule should be replaced by the words and figures ' 20 kilometres ' and ' 80 Kilometres ' respectively.

*Rule VI.* The existing rule should be substituted by the following :—

" *Rule VI. Short Trips:—*When Running Staff working short trips of less than 40 kilometres cannot perform distance exceeding 80 kilometres in a full rostered day, they will be paid ' mileage allowance ' the value of which will be computed in accordance with the provisions of Rule V(a) above.

" A minimum computed mileage of 150 kilometres should be granted in the case of all running staff for the actual performance of 80 kilometres or over in a day irrespective of whether the length of the trip is over or under 40 kilometres."

**Rule VII (i)** The word 'miles' appearing in this rule should be replaced by the word 'kilometres'.

**Rule VII (ii).** The figure and word '8 miles' should be replaced by the figure and word '15 kilometres'.

**Rule VIII (i)** The existing rates under this rule should be substituted by the following:—

Loco Train Crew :					Per day. Rs. nP.
Drivers Grade A	..	..	..	..	4.50
Drivers Grade B	..	..	..	..	4.25
Drivers Grade C	..	..	..	..	4.00
First Firemen Grade A	..	..	..	..	2.25
First Firemen Grade B	..	..	..	..	2.00
Second Firemen	..	..	..	..	1.65

**Loco Shunting Crew :**

Shunters Grade A	..	..	..	..	2.50
Shunters Grade B	..	..	..	..	2.50
First Firemen Grade A	..	..	..	..	1.20
First Firemen Grade B	..	..	..	..	1.00
Second Firemen	..	..	..	..	0.80

**Traffic Train Crew :**

Guards Grade A	..	..	..	..	2.70
Guards Grade B	..	..	..	..	2.55
Guards Grade C	..	..	..	..	2.45
Brakesmen	..	..	..	..	1.50

**Rule X(i).** The rates of allowance given under this rule should be substituted by the following :—

							Rs. nP.
Drivers Grades A, B & C	..	..	..	..	..	..	1.40
First Firemen Grades A & B and Second Firemen	..	..	..	..	..	..	1.00
Guards Grades A, B & C	..	..	..	..	..	..	1.40
Brakesmen	..	..	..	..	..	..	1.00

**Rules X (ii) (a).** The rates of allowance given under this rule should be substituted by the following :—

							Rs. nP.
Drivers Grades A, B & C	..	..	..	..	..	..	2.00
First Firemen Grades A & B and Second Firemen	..	..	..	..	..	..	1.00
Guards Grades A, B & C	..	..	..	..	..	..	1.40
Brakesmen	..	..	..	..	..	..	1.00

2. The Board have also decided that the rate of Trip Allowance sanctioned to Guards and Drivers working Colliery Pilots, Mill Pilots, and Short Distance Shunting Pilots vide their letter No. E(S)56RS/17 dated 14-12-57 and 3-3-58 should be replaced by '8 hours—160 kilometres.'

3. This has the sanction of the President and shall take effect from the date of issue of this letter.

[This disposes of G. M., (E), Railway letter No. SPO(P&T)/1400/RB/198 dated 22-9-61.]



3. [Railway Board's letter No. PC-60/RA-2/1 dated 23-7-1963]

*Sub : Revision of the rates of Running Allowances.*

Reference Board's letter No. E(S)61R2/37 dated 22-6-62. The Railway Board have reviewed the rates of Running Allowance admissible to Running Staff and have decided that the existing rates given under Rule IV and Rule VIII (I) thereof should be revised as under :—

<u>"Loco Train Crew.</u>				<u>Rule IV</u> <u>Per 100 Kms.</u>	<u>Rule VIII</u> <u>Per day.</u>
				<u>Rs. nP.</u>	<u>Rs. nP.</u>
Drivers Grade A	..	..	..	3.10	5.00
Drivers Grade B	..	..	..	3.00	4.80
Drivers Grade C	..	..	..	2.80	4.50
First Fireman Grade A	..	..	..	1.50	2.40
First Fireman Grade B	..	..	..	1.40	2.25
Second Fireman	..	..	..	1.15	1.85
<i>Loco Shunting Crew :</i>				<i>Per day of 8 hours.</i>	
Shunters Grade A	..	..	..	2.65	2.65
Shunters Grade B	..	..	..	2.65	2.65
First Fireman Grade A	..	..	..	1.20	1.20
First Fireman Grade B	..	..	..	1.00	1.00
Second Fireman	..	..	..	0.85	0.85
<i>Traffic Train Crew :</i>				<i>Per 100 kilometres.</i>	
				<u>Rs. nP.</u>	<u>Rs. nP.</u>
Guards Grade A	..	..	..	1.80	2.85
Guards Grade B	..	..	..	1.70	2.70
Guards Grade C	..	..	..	1.65	2.60
Brakesmen	..	..	..	1.05	1.70

This has the sanction of the President and is effective from 1-8-1963.

4. [Railway Board's letter No. PC-60/RA-2/1 dated 22-5-1961]

*Sub: Revision of rules regarding treatment of running allowances as pay, for certain purposes, consequent on revision of the pay structure w. e. f. 1st July, 1959.*

In the case of running staff entitled to running allowance, the running allowance is treated as pay, subject to specified limits, for certain purposes.

2. As laid down in Railway Board's letter No. PC-60/DA-3/2 dated 24-11-1960, no part of the running allowance shall be treated as pay for the purpose of grant of dearness allowance at the revised rates, to running staff drawing pay in the authorized scales, w. e. f. 1st July, 1959.

3. Under the revised pay structure introduced w. e. f. 1st July, 1959, the bulk or whole of the dearness allowance previously payable has been absorbed into pay. Consequent on this, the President has been pleased to direct that the rules regarding treatment of running allowance as pay for either purpose, shall be modified, as follows, in the case of staff drawing pay in the authorized scales, w. e. f. 1st July, 1959.

- (i) Where, e. g. for the purpose of passes & P.T.Os. pay is deemed to be pay + 75% of pay, it shall be deemed to be pay + 40% of pay.
- (ii) Where actual amount of running allowance drawn subject to a maximum of 75% of pay is treated as pay, e. g. for the purpose of leave salary, medical attendance and treatment, educational assistance, retirement benefits, etc. actual amount of running allowance drawn subject to a maximum of 40% of pay shall be treated as pay.
- (iii) Where pay is deemed to be pay plus 50% of pay e. g. for the purpose of fixation of pay in stationary posts, compensatory (city) allowance, house rent allowance, rent for railway quarters, Income tax, etc., it shall be deemed to be pay plus 25% of pay.

Past transactions shall not, however, be re-opened.

4. The running staff who have elected to continue to draw pay in the existing scale of the post held or which would have been held on 1st July, 1959, in terms of rule 8(b) of Railway Services (Authorized Pay) Rules, 1960, shall continue to be governed by the existing rules regarding treatment of running allowance as pay for the purpose of drawal of dearness allowance at the pre-revision rates in force upto 30th June, 1959 and the other purposes referred to above.

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5. [Railway Board's letter No. PC-60/RA-2/1 dated 11-12-1961]

*Sub : Revision of rules regarding treatment of running allowance as pay, for certain purposes, consequent on revision of the pay structure with effect from 1st July, 1959.*

It has been represented to the Railway Board that the revised percentages of running allowance to be treated as pay for different purposes, as laid down in para 3 of Board's letter of even number dated 22nd May, 1961, in the case of running staff governed by the authorised scales of pay, have adversely affected their interests. After careful consideration of the matter, the Board have decided that the orders referred to above should be treated as modified to the extent indicated herein :—

- (i) Where, e. g. for the purpose of Passes and P.T.Os. pay is deemed to be pay plus 40% of pay, it shall be deemed to be pay plus 60% of pay.
- (ii) Where actual amount of running allowance drawn subject to a maximum of 40% of pay is treated as pay, e. g. for the purpose of leave salary, medical attendance and treatment, educational assistance, retirement benefit, etc., actual amount of running allowance drawn subject to a maximum of 75% of pay shall be treated as pay.

These orders take effect from 1-11-1961 and have the sanction of the President.

6. [ Railway Board's letter No. PC-60/RA-2/1 dated 16-3-1962 ]

*Sub: Revision of rules regarding treatment of running allowance as pay, for certain purposes, consequent on revision of the pay structure with effect from 1-7-1959.*

Reference Board's letter of even number dated 11-12-1961. With a view to mitigate hardship to running staff who retired between 22-5-61 and 1-11-61, the Board have decided with the approval of the President, that the orders contained in item (ii) of their letter dated 11-12-61 relating to retirement benefits in so far as payment of special contribution to provident fund under the Provident Fund rules and pension and D. C. R. gratuity under the pension rules are concerned, should take effect from 22-5-1961.

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7. [ Railway Board's letter No. PC-60/RA-2/1 dated 26-9-1962 ]

*Sub : Revision of rules regarding treatment of running allowance as pay, for certain purposes, consequent on revision of the pay structure with effect from 1-7-1959.*

Reference Board's letter of even number dated 16-3-1962. The Board have decided with the approval of the President, that the orders, contained therein viz. retirement benefits in so far as payment of special contribution to Provident Fund under the Provident Fund rules and pension and D. C. R. gratuity under the pension rules, should *mutatis mutandis* apply to such of running staff who retired between 1-7-1959 and 22-5-1961 and who were paid the retirement benefits mentioned above, at the revised rate of 40% of running allowance in terms of Board's letter of even number dated 22-5-1961.

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8. [ Railway Board's letter No. PC-60/RA-2/1 dated 7-3-1963 ]

*Sub : Revision of rules regarding treatment of running allowance as pay for certain purposes, consequent on revision of the pay structure with effect from 1st July, 1959.*

Under the existing orders contained in Board's letter of even number dated 22-5-1961 as modified in their letter of even number dated 11-12-1961, the treatment of running allowance as pay for certain purposes, in the case of running staff drawing pay in the authorised scales of pay is as follows :—

- (i) pay for purposes of passes and P.T.Os. is pay plus 60% of pay,
- (ii) pay for purposes of leave salary, medical attendance and treatment, educational assistance, retirement benefits etc. is pay plus actual amount of running allowance drawn subject to a maximum of 75% of pay,
- (iii) pay for purposes of fixation of pay in stationary posts, compensatory (city) allowance, house rent allowance, rent for Railway quarters, income tax etc. is pay plus 25% of pay.

On a further representation to the Board that the percentage of running allowance to be treated as pay in case of item (iii) above has adversely affected the interests of the running staff, the Board have decided that the orders referred to against item (iii) above should be treated as modified as indicated below :—

“Pay for the purposes of fixation of pay in stationary posts, compensatory (city) allowance, house rent allowance, rent for railway quarters, income tax etc. shall be pay plus 40% of pay.”

The orders take effect from 1-2-1963 and have the sanction of the President.

The pay of the staff whose pay was fixed taking into account 25% of pay should now be revised with effect from 1-2-1963 taking into account 40% of pay.

9. [ Railway Board's letter No. PG-60/RA-2/1 dated 16-2-1962 and 18-8-1962 ].

*Sub: Revision in the rates of special Compensatory Allowances payable to running staff.*

Consequent on the revision of the rates of travelling allowance for journeys on tours and the rates of running allowances payable to running staff, the President has been pleased to direct that the existing rates of special compensatory allowances contained in item X(i) (ii) (iii) and (iv) of Appendix B forwarded under Railway Board's letter No. E(R) 48CPC/197 dated 17th December, 1948, shall be revised as follows with effect from 1st June, 1961 :—

Designation.	(i) Allowance in lieu of running room facilities.	(ii) Outstation (Detention) Allowance.		(iii) Accident Allowance	(iv) Outstation (Relieving) Allowance.
		(a) At Outstations where running rooms are provided.	(b) At Outstations where running rooms are not provided.		
1	2	3	4	5	6
	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP	Rs. nP.
Drivers Gr. A. B. & C ..	1 40	2 00	3 40	At the rates contained in (a) or (ii) case may be.	rates contained in item (ii) (b) as the be.
Firemen Gr. A. B. and Second Fireman	1 00	1 00	2 00		
Guards Gr. A B & C ..	1 40	1 40	2 80		
Brakesmen .. ..	1 00	1 00	2 00		
Shunters .. ..	....	1 10	2 20		

The above revised rates of special compensatory allowance shall be applicable only to Running staff who have come on to the authorised scales of pay; those who have elected to continue to draw pay in their existing scales of pay under rules 8(b) of the Railway Services (Authorised Pay) Rules, 1960, shall continue to draw these allowances at the existing rates.

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10. [ Railway Board's letter No. E(5) 61 RS./37 dated 17-9-1962. ]

*Sub: Revision in the rates of Outstation (Relieving) Allowance payable to Shunters.*

Reference Railway Board's letter No. PC-60/RA-2/1 dated 18th August 1962. The words "with effect from 1st June, 1961" appearing in para 1 thereof may be deleted and para 2 substituted by the following :—

"2. The above revised rates are applicable with effect from 1st June 1961 to such of the Shunters as have come on to the Authorised Scales of pay ; in the case of those who have retained the Prescribed Scales of pay, these rates shall apply with effect from 22nd June 1962 all others will continue to draw this allowance at their existing rates."

2. This has the sanction of the President.

II [ Railway Board's letter No. PC-64/RA-2/1 dated 25-3-1964 & 31-3-1964 ].

Sub : Revision in the rates of running allowance.

Reference Board's letter No. E(S)61RS/37 dated 22-6-1961 and PC-60/RA-2/1 dated 23-7-1963. The Board have further reviewed the rates of running allowance admissible to running staff and have decided that the existing rates which were introduced from 1-8-1963 under Rule IV and Rule VIII (i) should be revised as indicated below :—

					Rule IV per 100 Kms.	Rule VIII (i) per day.
					Rs. P.	Rs. P.
<i>Loco Train Crew.</i>						
Drivers Grade ' A ' .. .. .					3 70	5 95
Drivers Grade ' B ' .. .. .					3 50	5 55
Drivers Grade ' C ' .. .. .					3 40	5 50
First Fireman Gr. ' A ' .. .. .					1 90	3 10
First Fireman Gr. ' B ' .. .. .					1 85	3 05
Second Firemen .. .. .					1 70	2 75
<i>Traffic Train Crew.</i>						
Guards Grade ' A ' .. .. .					2 25	3 60
Guards Grade ' B ' .. .. .					2 10	3 35
Guards Grade ' C ' .. .. .					2 00	3 20
Brakesmen .. .. .					1 45	2 30

This has the sanction of the President and the new rates will be effective from 1st April, 1964.

## **XI. RUNNING STAFF —MISC. MATTERS RELATING TO.—**

### **1. [Railway Board's letter No. E(S) 1-59 RS/6 dated 3-5-1960.]**

*Sub : Officiating Allowance to Running Staff.*

A question has been raised as to what officiating pay should be paid to a member of the Running Staff when he is employed in higher grades in his own category on the same day.

The President has been pleased to decide that in such cases, the staff concerned should be paid half the extra pay and allowances for the full day provided they work in the higher grade for at least 4 hours.

### **2. [Railway Board's letter No. E(S)1-57 RS./15 dated 19/20-5-1960.]**

*Sub: Payment of Running—Allowance Definition of the term 'Rostered Day.'*

Reference C. Rly.'s letter No. E/206/All dated 12th January, 1959. your replies to Board's letter No. E(S) 1-57RS/15 dated 13th January 1959.

The Railway Board have decided that the term 'day' given in rule II(2) of the Revised Running Allowance Rules circulated as Appendix 'B' to their letter No. E(R)48CPC/197 dated 17th December, 1948, should also cover in its scope the term 'rostered day' used in rule VI of these Rules.

2. The above decision has the sanction of the President and will have effect from the date of issue of this letter—past cases involving payment of mileage allowance on the basis of a different interpretation of the term 'rostered day' should not be re-opened.

### **3. [ Railway Board's letter No. E(S)1-60 RS/15 dated 30/31-5-1960 ]**

*Sub: Payment of mileage allowance to Running Staff participating in recognised scouting activities.*

Reference your letter No. E206-A/III dated 7-4-1960. The sanction of the Board is communicated to the payment of allowance in lieu of mileage to the Running Staff when they participate in recognised scouting activities and are granted special casual leave under extant orders.

### **4. [Railway Board's letter No. E(S)1-60RS/13 dated 4-7-1960 addressed to G.M.'S. Railway]**

*Sub : Breach of Rest allowance to Loco Running Staff under Rule IX(ii) of the Revised Running Allowance Rules.*

Reference your letter No. P(R)69/P, dated 30-3-1960. The matter has been considered by the Board and it is clarified that normally Shunters should work to fixed duty rosters and the question of payment of allowances to them under Rule IX(ii) should not, therefore, arise ordinarily. If, however, due to any special circumstances cases of Breach of Rest should occur, payment of allowance under this Rule to Shunters would not be irregular.

Copy of letter No. P(R)69/P, dated 30-3-60 from Southern Railway, Madras, to the Secretary(E), Railway Board, New Delhi.

*Sub : Breach of rest allowance to Loco Running Staff —Under Rule IX(ii) of the Revised Running Allowance Rules.*

Reference is invited to Rules IX(ii) of the Rule for the payment of Running and other allowances to Running Staff, reproduced below for ready reference :—

**"Breach of Rest Allowance.**—This allowance will be granted to railway staff who are detailed for running duty before completing 12 hours rest at headquarters, provided it is immediately preceded by a full term of 8 hours duty. As far as possible running staff should be given 12 hours rest at home station on completion of a day's work of not less than 8 hours, but no member of the running staff should be called up for running duty at headquarters station if he has not enjoyed at least 6 hours' clear rest."

It has been represented that Shunters rostered to work round the clock do not get a rest of 12 hours on several occasions before they take up the next shift of duty, after performing 8 hours of duty in the previous shift and that, therefore, they should be paid Breach of Rest Allowance.

In this connection, the Financial Adviser and Chief Accounts Officer has remarked as under :—

"In accordance with Rule IX(ii) of the Running allowance rules, breach of Rest Allowance is payable to running staff who are detailed for running duty before completing 12 hours rest at headquarters provided it is immediately preceded by a full term of 8 hours duty. In the case of shunters, the question of home station i. e., headquarters or outstation does not arise and hence it is doubtful whether the shunters can be allowed breach of rest allowance under rule IX(ii) of the said rules.

The solution should be that the rosters should be so arranged that the staff get the full rest of 12 hours before they are required to take up the next shift.

If it is considered that with the existing sanctioned strength the roster cannot be so worked out then either the number of staff should be increased to enable roster being reviewed or the breach of rest allowance allowed to them on obtaining Board's approval therefor."

The procedure on the other Railways, was ascertained *vide* copies of correspondence enclosed. The procedure does not appear to be uniform.

It is requested that the Board will please clarify whether Shunters who work at their headquarters Station only, without any question of Home Station or Out Station arising in their cases, are eligible for Breach of Rest Allowance.

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5. [Railway Board's letter No. E(S)I-60RS/23 dated 30-7-1960]

Sub : Acting Allowance to Non-gazetted Staff—Traffic Department.

The President is pleased to decide that the categories of staff who are eligible for promotion as Guards in terms of Board's letter No. E(NG)53PMI-2 dated 1-10-1958 may be paid officiating pay and allowances in terms of Railway Board's letter No. E(R)49RS/d dated 1-7-1949 for the period of 21 days or less when they are put to work as Guards Gr. 'C'.

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6. [Railway Board's letter No. E(S)I-60-RS/20 dated 17-10-1960]

Sub : Payment of Waiting Duty Allowance to Running Staff.

A question has been raised whether Waiting Duty Allowance under Rule VII(ii) of the Revised Running Allowance Rules is admissible to the Running Staff who arrives pilot at a way-side station to work a train but has to return to headquarters after waiting there for some time on account of cancellation of the train or late running of the train. It is clarified that payment of Waiting Duty Allowance is admissible in such cases under the said rule. This, however, is subject to the condition that staff are actually waiting to get charge of the train at the way-side station and not merely there because of the train having arrived early.

The Board further desire to clarify that the condition referred to above should also apply to the orders issued *vide* their letter No. E(S)I-58RS/8 dated 29-7-59, permitting Waiting Duty Allowance in a case where a member of the running staff arrived pilot at a way-side station and waited there for some time before taking charge of the train

7. [ Railway Board's letter No. E(S)I-60RS/22 dated 30-1-1961 ]

*Sub : Officiating Pay to Running Staff.*

Reference para 1(a) (ii) of the Railway Board's letter No. E(S)19RS-3 dated 1-7-49 which lays down *inter alia* that for the grant of officiating pay to Running Staff for periods exceeding 21 days, the normal rules will apply with the relaxation that promotions to the lowest grades of Firemen, Shunters and Drivers will be permissible in excess of the sanctioned cadre if required for dealing with the traffic. Board have decided that the relaxation referred to in the case of Firemen, Shunters and Drivers should apply equally to the Traffic Staff for their promotion to the lowest grade of Guards in similar circumstances.

The above decision has the sanction of the President.

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8. [ Railway Board's letter No. E(S)I-60RS/28 dated 23-3-1961 ].

*Sub : Revised Running Allowance Rules.*

Reference Railway Board's letter No. E(S)I-58RS/44 dated 10-9-59. The decision contained therein has the sanction of the President.

2. The Board have considered the matter further and have decided that mileage allowance due to shunting at terminals and way-side stations, late start of trains and waiting duty performed by the running staff during the course of the day should also be added, along with passenger mileage for computing the mileage as shown in their letter of 10-9-59 referred to.

3. The Board have also decided that payments made prior to the issue of this letter on the basis of a different interpretation of rule VI of the Revised Running Allowance Rules in this respect should not be disturbed and should be deemed to be in order.

4. The above decision has the sanction of the President.

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9. [ Railway Board's letter No. E(S)61RS/24 dated 22-2-1962 to the G. M., N. E. Railway ].

*Sub : Running Allowance to Driver's Assistants in Authorised Scale Rs. 75—110.*

Reference your letter No. E/9/7-Pt. II dated 11-1-1962. The Board have decided that the Driver's Assistants employed on rail cars on your Railway in the Authorised Scale Rs. 75—110 should be allowed the same rate of running allowance as is admissible to the Second Fireman on the steam side.

This has the sanction of the President.

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10. [ Railway Board's letter No. E(S)62RS/13 dated 30-4-62 ]

*Sub : Payment of Running Allowance to Running Staff attending Lok Sahayak Sena Camp.*

A question has arisen as to how the running staff who are required to participate in the Lok Sahayak Sena Camp should be compensated for the loss of mileage. Board have, after careful consideration, decided that the running staff who participate in the Lok Sahayak Sena Camp and are provided for messing may be paid allowance in lieu of mileage at half the rates specified under rule VIII(i) of the revised Running Allowance Rules.

This has the sanction of the President.



**11. [ Railway Board's letter No. E(S)62RS/9 dated 22-6-1962 ].**

**Sub : Revised Running Allowance Rules.**

A question has arisen whether the orders contained in Board's letter No. E(S)1-58RS 44 dated 10-9-59 and E(S)1-60RS/28 dated 23-3-61, that mileage allowance due to shunting at terminal and way-side stations, late start of trains, waiting duty and passenger mileage be added for computing the minimum mileage of 95 under rule VI of the Revised Running Allowance Rules, should also apply for computing mileage under rule V(a) thereof.

Board have considered the matter and have decided that the orders contained in the Board's letters dated 10-9-59 and 23-3-61 referred to above should apply equally to rule V(a) of the Revised Running Allowance Rules.

(For S. E. Railway only).

(The practice followed on your Railway as shown in para I of your letter No. SPO(L)/1400/RB/59 dated 15-3-62 is in order).

The above decision has the sanction of the President.

**12. [ Railway Board's letter No. E(S)62RS/32 dated 8-2-1963 ]**

**Sub : Payment of Mileage Allowance in case of cancellation of Booking of Staff.**

A question has been raised whether Waiting Duty Allowance under rule VII(ii) of the Revised Running Allowance Rules is permissible in cases where staff are called for duty to work trains and the booking of such staff is cancelled after they have taken charge of the train in the yard and a second set of crew is ordered to work the train.

A. The Board have decided that Waiting Duty Allowance under Rule VII(ii) of Revised R. Rules should be paid to the staff concerned.

This has the sanction of the President.

**13. [ Railway Board's letter No. E(S)63RS/17 dated 25-4-1963 ]**

**Sub :—Drawal of mileage allowance in favour of running staff during Quarantine leave .**

A question has been raised whether the running staff who are on Quarantine leave may be paid average running allowance in the same way as admissible to them while on regular leave on average pay. The Board have considered the question and desire to clarify that during Quarantine leave, the running staff will be eligible for average running allowance as admissible to them while on regular leave on average pay.

**14. [ Railway Board's letter No. E(S)60RS/43 Pt. II dated 5-8-1963 ]**

**Sub : Reclassification of Drivers and Guards.**

The question of reclassification of Drivers and Guards has been under the Boards consideration for some time past. They have, after careful consideration, decided that Drivers and Guards working on the following train services should be in grade ' B ' :—

- (i) All Branch line passenger trains irrespective of the length of the Branch line.
- (ii) All Parcel Expresses except those main line parcel expresses on the Eastern and Northern Railways which are already in a higher category.

The above decision has the sanction of the President and takes effect from 1-8-1963.

## **XII. CASUAL LABOUR.**

### **1. [Railway Board's letter No. PC-60/CL-2/1 dt. 20-3-61].**

*Sub : Rate of wages payable to casual labour engaged in " unscheduled employments " who are not governed by the Minimum Wages Act, 1948.*

The wages payable to the casual labour engaged in " unscheduled employments " i.e. employments other than those included in the schedule appended to the Minimum Wages Act, 1948, are regulated in accordance with the instructions issued in Railway Board's letters No. E48CPC/150 dated 12-1-49, E(S)54CPC/198 dated 7-10-55 and 9-11-55 and E(S)160/CL/4 dated 1-11-60. Under these orders, casual labour engaged in " unscheduled employments " are remunerated, on a daily basis, at the current market rates of the locality (ascertained from the State Government where necessary); where such rates are not available, they are normally remunerated at 1/30th of the minimum of the (authorized) scale of pay plus dearness allowance appropriate thereto applicable to corresponding categories of regular staff.

2. In Section III of Chapter XLVI of their report, the Pay Commission have made the following recommendations in regard to the rate of wages payable to casual labour engaged in " unscheduled employments " who are not governed by the Minimum Wages law :—

"Same rates of wages should be fixed for casual labour in " unscheduled employments " as are fixed for comparable " scheduled employments " under the Central Government, under the Minimum Wages Act. Or, if it is considered that the rates should bear some relationship to the local rates, they be fixed with reference to the minimum wages prescribed by the respective State Governments for comparable " scheduled employments."

3. The Railway Board have, with the approval of the President, accepted the latter alternative in the above quoted recommendation of the Commission. Accordingly, where the rate of wages payable to casual labour in terms of the orders mentioned in para 1 above is lower than the minimum wage fixed by the State Government concerned for comparable ' scheduled employment ', the rate of wages shall be the minimum wage fixed by the State Government.

### **2. [Railway Board's letter No. PC-60/CL-2/1 dt. 7-4-61].**

*Sub : Restriction of employment of casual labour to work of truly casual nature.*

Reference paragraphs 18-20, Chapter XLVI, of the report of the Pay Commission.

2. The Commission have recommended that casual employment should be restricted to work of a truly casual nature, and in order to ensure that this is done, there should be a general review of the existing position.

3. The categories of labour which may be classified as casual labour have been specified in Railway Board's letters No. E48CPC/150Pt.1 dated 15-5-1951, E(S)54CPC/198 dated 7-10-1955 and 9-11-1955 and E(S)160/CL/6 dated 18-7-1960 ; in essence, these instructions provide that only the labour employed on seasonal or intermittent works, or on projects, should be treated as casual labour. The Commission is of the view that the criteria laid down for employment of casual labour do not appear to be unreasonable ; there is, therefore, no need for any amendment of the above mentioned orders. The Commission felt, however, that there was need for a review of the actual practice in order to ensure that all those who are being employed as casual labour are being rightly so employed. The Railway Board have already directed the Railways in their letter E(S)158/CL/14 dated 4-10-1958 to ensure that the instructions contained in para 1(iii) of Board's letter No. E48CPC/150 Pt. 1 dated 15-5-1951, referred to above, are not circumvented and thus made infructuous. The Board, however, desire that, as recommended by the Commission, the Railways should make a general review of the existing position in order to ensure that all those who are being employed as casual labour are being rightly so employed and those eligible for the terms and conditions applicable to temporary employees are treated as temporary employees.

**3. [Railway Board's letter No. PC-60/CL-2/1 dt. 5-2-62].**

*Sub : Authorised scales of pay—applicability to Casual Labour.*

In continuation of their letter of even number dated 20-3-1961, the Railway Board have decided that wherever casual labour, under the existing terms and conditions, have been entitled to get pay under the prescribed scales of pay, they may be brought on to the Authorized Scales from 1-11-1961, or from the date from which they became so eligible, whichever is later.

This has the sanction of the President.

**4. [Railway Board's letter No. PC-60/CL-2/1 dated 21-6-62].**

*Sub : Authorised scales of pay—applicability to Casual Labour.*

Prior to the issue of orders contained in Board's letter No. PC-60/CL-2/1 dated 5-2-62, Casual Labourers other than those employed in projects or paid from contingencies were, on completion of six months' continuous service on the same type of work, paid on monthly rates of pay which at the time meant the prescribed scales. With the introduction of the authorised scales of pay, a question whether such of the staff as were drawing monthly rates of pay should be brought on to the authorised scales, received the Board's careful consideration and the Board decided that they may be given the benefit of the authorised scales from 1-11-61, or from the date from which they become so eligible whichever is later. Casual Labour who were drawing pay on the prescribed scales thus became eligible to the authorised scales with effect from 1-11-61 only with the issue of the orders referred to above.

It has, however, been brought to the notice of the Railway Board that on certain Railways, Casual Labour have been paid on the authorised scales from 1-7-59 without specific orders to that effect from the Railway Board. It will be clear from the circumstances leading to the Board's decision referred to above that the action of the Railway Administrations in bringing Casual Labour automatically to the authorised scales of pay from 1-7-59 was not in order. It has also been brought to notice that consequent on the issue of Board's letter No. PC-60/CL-2/1 dated 5-2-62, recoveries are being effected of the payments already made.

The Board have very carefully considered the matter and after taking all relevant factors into consideration, have decided as a very special case that in order to avoid hardship no recovery of the over-payment should be made and that the amounts so recovered may be refunded.

This has the sanction of the President.

**5. [Railway Board's letter No. PC-60/CL-2/1 dated 7-1-63].**

*Sub : Authorised scales of pay—Applicability to Casual Labour and method of fixation.*

As a result of further representations made to the Railway Board, it has since been decided that, in partial modification of the orders contained in their letters of even number dated 5-2-1962, 15-3-1962 and 21-6-1962, casual labour, who had become entitled to prescribed scales of pay on or after 1st July, 1959 under the terms and conditions applicable to them and who continued to be in service on 1-10-1962, may be brought on to the authorised scales of pay with effect from 1st July, 1959 or from the date they so become eligible, whichever is later.

2. As for the method of fixation of pay, it will be the same as for the staff governed by Railway Services (Authorised Pay) Rules, 1960. Since, ordinarily, the Board do not anticipate that the above fixation in authorised scale would result in any payments already made from 1-7-1959 or the appropriate date, being treated as excess, they desire that any case of such overpayments may be reported to Board, with full details, for the issue of necessary sanction.

3. The orders contained in paras 1 and 2 above have the sanction of the President.

4. As in the case of Railway staff, a target time may be fixed by you in consultation with the F. A. & C. A. O. for fixing the pay of Casual Labour in authorised scales and arranging the payment of any consequential arrears and a completion report sent to Board as quickly as possible.

### **XIII LEAVE SALARY.**

#### **1. [ Railway Board's letter No. PC-60/LE-2/2 dt. 27-8-60 ].**

*Sub : Payment of leave salary in advance.*

In para 15 Chapter XXXVI of their report, the Pay Commission have recommended that upto a month's Leave salary may be allowed in advance to Railway servants proceeding on leave.

The Railway Board have, with the approval of the President, decided to accept the recommendation subject to the following conditions :—

(1) No advance may be granted when the leave taken is for less than a month/30 days.

(2) The amount of the advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the Railway servant after deductions on account of Income Tax, Provident Fund, House rent, repayment of advances, etc.

(3) Advances under these orders shall be sanctioned in whole rupees.

(4) A temporary Railway servant may be granted the advance if the employee concerned produces a surety from a permanent railway servant.

(5) The advance may be sanctioned by the Gazetted Officer who sanctions the leave.

(6) The advance should be adjusted in full in the leave salary bill in respect of the leave availed of. In cases where the leave extends beyond the end of the period to which the first leave salary bill relates, the balance will be recovered from the next payment of pay and/or leave salary.

(7) The amount of the advance will be debited to the Head of the Account to which the leave salary of the Railway servant is debited and the adjustment of the advance will be watched through a recovery register by the Accounts officer concerned.

The necessary Correction Slip to the Indian Railway General Code, Volume I, will be issued separately.

#### **2. [ Railway Board's letter No. PC-60/LE-2/2 dated 22-8-61 ].**

*Sub : Payment of leave salary in advance.*

With reference to Railway Board's letter No. PC-60/LE-2/2 dated 27-8-1960 on the above subject. The following points are clarified for the guidance of the Railway Administrations :—

#### Points.

1. Whether the advance of leave salary will include allowances.

2. Whether in the case of a Railway servant, who proceeds on leave (say for 45 days with effect from 12-6-61), the advance of leave salary for a month (viz from 12-6-61 to 11-7-61) should be paid even though the duty pay for the period from 1-6-61 to 11-6-61 will be drawn for him on 1-7-61 or on return from leave.

#### Clarification.

The advance of leave salary will not include allowances.

The advance may be made on the basis of leave salary payable for one month of leave from 12-6-61 to 11-7-61.

### Points.

3. Whether the deductions referred to in item 2 of Board's letter dated 27-8-60, may be effected from the leave salary or duty pay which the Railway servant will draw during the major portion of the month.
4. What should be the form of surety bond referred to in item 4 of Board's letter dated 27-8-1960.
5. Whether in the case of Gazetted Railway servants, advance of leave salary should be sanctioned only after the receipt of the title to leave from accounts officer or it could be granted even without the accounts certification regarding the nature of leave admissible.



### Clarification.

The deductions may be effected from the leave salary or duty pay which the Railway servant will draw during the major portion of the month.

It has now been decided that the advance in respect of temporary Railway servants may be sanctioned without furnishing the surety of a permanent Railway servant.

The nature and the period of leave availed of by a Gazetted Railway servant on the previous occasion is mentioned in the form of application for leave, which is available with the leave sanctioning authority. Moreover the Railway servant earns some amount of leave during the period from the date of his last return from leave to the date he again proceeds on leave. From the aforesaid information it can easily be seen whether there is one month's leave at the credit of the officer.

Hence in granting the advance it is hardly necessary to await the accounts officers certification to the eligibility of the leave. After all what is being paid is only an adjustable advance and not leave salary proper and what has to be ensured is only that no financial risk is involved. The accounts officers' report should however, be awaited where information as above is not available with the leave sanctioning authority, and also in doubtful cases.

2. It is also clarified that the advance sanctioned in Board's letter dated 27-8-1960, should be treated as advance in lieu of leave salary and there is no need for issue of any separate authority from the accounts officer for the drawal of such an advance by a Gazetted Railway servant.

3. The concession regarding the advance in lieu of leave salary in accordance with the orders contained in Board's letter dated 27-8-1960 may be allowed also to Railway servants transferred temporarily to posts other than under the control of Railway Board. The borrowing authority should be informed of this by making a suitable provision in the terms of transfer of the Railway servants concerned.

**3. [ Railway Board's letter No. PC-60/LE-2/2 dated 7-9-1962 ].**

*Sub : Payment of leave salary in advance.*

Reference Board's letters No. PC-60/LE-2/2 dated 27-8-1960 and 22-8-1961. It is clarified that the concession regarding the advance in lieu of leave salary may, in accordance with the orders contained in Board's letters referred to above be allowed also to State Government Servants transferred temporarily to posts under the administrative control of Railway Board.

\* \* \*

**4. [ Railway Board's letter No. PC-61/LE-2/1 dated 1-4-1961 ].**

*Sub : Leave Salary.*

In paragraph 25 of Chapter XXXVI of their report, the Pay Commission have made the following recommendation in regard to leave salary during leave on average pay with a view to simplifying the calculation of leave salary :—

“Leave salary may be calculated on the basis of the average of the rates of pay admissible during each of the 10 months in which an employee was on duty immediately prior to the month in which leave commences ; but in the case of employees who proceed on leave from posts the maximum pay of which does not exceed Rs. 100 per mensem, leave salary may be based on the rate of pay drawn immediately before proceeding on leave.”

2. In paragraph 15 of Chapter XXXVI of their report, the Commission have recommended that in the following cases—and in these cases only—the existing ceiling limit on leave salary during leave on half average pay and commuted leave should not operate :—

- (i) when an employee has to take leave because of sickness ; or
- (ii) when he is allowed longer leave for pursuing an approved course of study for which he does not ask for, or is not given, study leave.

3. The President has been pleased to accept the above-mentioned recommendations with some modification in regard to the former. Accordingly, it has been decided that leave salary of Railway servants, other than running staff and Workshop and Artisan staff, governed by the Liberalised Leave Rules, 1949, shall be regulated as follows with effect from 1-4-1961 :—

**I. During leave on average pay.**

(a) The leave salary of a Railway servant (whether permanent or temporary) proceeding on leave from a post which carries a maximum pay not exceeding Rs. 110 per mensem shall be equal to the pay actually drawn immediately before the commencement of the leave ; provided that, if a permanent Railway servant proceeds on leave while officiating in a post, the leave salary shall be equal to the substantive pay of the permanent post on the day preceding that on which the leave commences unless he had been continuously officiating in that post (or would have officiated in it but for officiating in another post or being on leave) for not less than two months before the leave commences.

(b) In any other case, the leave salary shall be equal to the average of the rates of pay admissible during each of the ten calendar months in which the Railway servant was on duty (for whole or part of the month) immediately prior to the calendar month in which the leave commences ; provided that :—

- (i) where different rates of pay were admissible during the same calendar month, the lowest rate admissible shall be taken into account ;
- (ii) in the case of a Railway servant who was on duty for less than ten calendar months, the average in respect of the actual number of calendar months in which he was on duty shall be taken into account ; and
- (iii) the period during which a Railway servant was on foreign service out of India shall be ignored.

## **II. During leave on half average pay and Leave not due.**

(c) The leave salary shall be equal to half the amount specified in sub-paragraph (a) or (b) above, as the case may be, subject to a maximum of Rs. 750 ; provided that this limit shall not apply if the leave is granted on medical certificate or for pursuing an approved course of study otherwise than on study leave terms.

## **III. During commuted Leave.**

(d) The leave salary shall be equal to leave on average pay as admissible under sub-paragraph (a) or (b) above, as the case may be.

4. These orders shall apply to those who avail themselves of leave on or after 1st April 1961. Railway servants who are already on leave on that date shall continue to be governed by the existing rules and orders.

5. Necessary correction to paragraph 744-RI will be issued separately.

6. Until further orders, leave salary of running staff and workshop and artisan staff governed by Liberalised Leave Rules 1949, and of all categories of staff governed by other sets of leave rules, will continue to be regulated by the existing rules and orders.

5. Railway Board's letter No. PC-61/LE-2/I dated 10-1-62].

*Sub : Recommendations of the Pay Commission (1957-59)—Leave Salary.*

Reference Railway Board's letter of even number dated 1-4-1961 on the above subject. The President is pleased to direct that the following amendments to the orders contained therein should be made.

(I) (i) The following words shall be added after the word 'commences' and before the 'semicolon' appearing in line 6 of para 3 I (b).

"or the substantive pay to which the Railway servant is entitled immediately before the commencement of the leave, whichever is greater."

(ii) The following words shall be added after the word 'that' and before the symbol :—appearing in line 4 of para 3 I (b).

"For the purposes of calculation of average pay".

(iii) Substitute the following for the existing item (iii) of para 3 I (b) :—

"In respect of any period spent on deputation or foreign service out of India the rate of pay which the Railway servant would have drawn if on duty in India shall be substituted for the rate of pay actually drawn while calculating average pay.

2. The following explanation shall be added at the end of para 3 (I) :—

"For the purpose of this para 'substantive pay' means the substantive pay of the permanent post which the Railway servant holds substantively or on which he holds a lien or would hold a lien had the lien not been suspended and includes the special pay when forming part of the scale of pay of the post.

Provided that the leave salary of a Railway servant who is in permanent employ or has been granted the benefits given in Railway Board's letter No. PC-60-IC-1-1 dated 16-11-60 and who has been continuously officiating in another post for more than three years at the time he proceeds on leave, shall be calculated as if he were the substantive holder of the post in which he was so officiating or in which he would have so officiated but for his officiating appointment in an equivalent or a still higher post.

The three years limit shall include :—

(a) all periods of leave during which the Railway servant would have officiated in the post but for proceeding on such leave ;

(b) all periods of officiating service rendered in an equivalent or a still higher post but for appointment to which he would have officiated in that post."

These orders are effective from 1st April, 1961. The leave salary of a Railway servant who is already on leave on 1-4-61 shall from the commencement of such leave be recalculated in accordance with the provisions of these orders.

\* \* \* \*

#### 6. [ Railway Board's letter No. PC-61/LE-2/1 dated 27-11-1963 ]

*Sub : Recommendation of the Pay Commission (1957-59)—Leave Salary.*

The President is pleased to direct that item (iii) appearing under para 3(I) (b) of Board's letter No. PC-61/LE-2/1 dated 1st April, 1961, as amended vide para 1 of their letter of even number dated 10th January, 1962 be substituted as under :—

" In respect of any period spent on foreign service out of India the pay which the Railway servant would have drawn if on duty in India but for foreign service out of India shall be substituted for the rate of pay actually drawn while calculating average pay".

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2. A question also arises whether in the case of a Railway servant on foreign service out of India who avails of leave on reversion from such foreign service, the period of leave availed of while in foreign service would be taken into account for the purpose of calculating leave salary, treating the pay which he would have drawn if on duty in India but for foreign service out of India, as the pay actually drawn in terms of the above orders. The Board desire to make it clear that for the purpose of calculating leave salary, in respect of leave availed of any time after reversion from foreign service out of India, the period of leave availed of by such Railway servant while in foreign service should be treated as leave and not as duty.



#### **XIV HOURS OF WORK.**

**1. [Railway Board's letter No. PC-59/HW-1/1 dated 28-12-1959]**

*Sub : Working hours of District/Divisional and Headquarter offices on Saturdays.*

In supersession of all previous orders on the subject, the Railway Board have decided that, with effect from 1st January, 1960—

- (i) the working hours of all District/Divisional and Headquarter offices on all Saturdays, other than the last Saturday in the month, will be as on the week days;
- (ii) District/Divisional and Headquarter offices will remain closed on the last Saturday in each month.

It should be noted that these orders do not apply to Works Offices, including offices of Dy. C. M. E./Works Manager in charge of workshops.

**2. [Railway Board's letter No. PC-59/HW-1/1 dated 27-4-1960].**

*Sub : Working hours of clerical staff in offices other than District/Divisional and Headquarter offices.*

Reference Railway Board's letter of even number dated 28-12-1959.

2. The Board have decided that the working hours of clerical staff in offices other than District/Divisional and Headquarter Offices on the railways, whose hours of work were more or less the same as those of the clerical staff in the District/Divisional and Headquarter Offices upto 31st December 1959, should be suitably increased so that their total hours of work per month in future are more or less the same as those of the clerical staff in the District/Divisional and Headquarter Offices as fixed from 1st January, 1960. These offices should not, however, be closed on last Saturday of the month.

3. In certain establishments clerical and other staff work together, for instance in shops, sheds and stations. The Board consider that such clerical staff may, if necessary, be required to work the same hours as the other staff in the establishment concerned when the duties of the clerks are such that their presence throughout is necessary for efficient working of the other staff.

4. The Board desire that the working hours of clerical staff working elsewhere than in District/Divisional and Headquarter offices may be suitably adjusted in the light of the above.

**3. [Railway Board's letter No. PC-59/HW-1/1 dated 4-6-1960].**

*Sub : Working hours of District/Divisional and Headquarter Offices on Saturdays.*

In partial modification of the orders contained in their letter No. PC-59/HW-1/1 dated 28-12-1959 on the subject mentioned above, the Railway Board have decided that, with effect from 1st June, 1960, all District/Divisional and Headquarter Offices will remain closed on the Second Saturday instead of the last Saturday in each month.

(This disposes of Chief Administrative Officer(R), Integral Coach Factory's letter No. PB/L/8/Misc./II dated 8-4-1960 and General Manager, Northeast Frontier Rly's letter No. E/191/III/26(C)-PII dated 19-5-1960).

**4. [Railway Board's letter No. PC-60/HW-2/2 dated 5-5-1961].**

*Sub : Review of hours of work of certain categories on account of increased traffic etc.*

Reference is invited to the Railway Board's letter No. PC-60/HW-2/2 dated 28-6-1960 on the above subject in which the Railways were asked to examine whether the basis on which certain categories, such as Gatemen, have been classified, has changed on account of increased traffic, etc., necessitating reclassification and, if so, to re-classify them suitably.

2. Some of the Railway administrations seem to have assumed that the above mentioned recommendation of the Commission refers to only Gatemen. It will be seen from para 12 of Chapter XXXV of their report, which was reproduced in para 1 of Board's letter dated 28-6-1960 mentioned above, that the Commission have referred to "certain categories such as Gatemen" whose hours of work are regulated by the Hours of Employment Regulations. Accordingly the review of the existing classification envisaged in para 2 of Board's letter dated 28-6-1960 should embrace all categories classified as 'intensive', 'continuous', 'essentially intermittent' and 'excluded' and not only Gatemen.

3. On one of the railways the classification of Gatemen is governed by a yard stick evolved on the basis of the principles laid down in para 1601 of Indian Railways Way and Works manual. The Board feel that these yard sticks may be of interest to your railway administration and a copy is, therefore, enclosed.

5. [Railway Board's letter No. PC-60/HW-2/3 dated 7-7-1962].

*Sub : Hours of work—Weightage for night duty.*

In para 15 of Chapter XXXV of their Report, the Jagannadha Das Pay Commission recommended that "when night duty is such as to require continuous application it should be allowed weightage of 10 minutes for every hour worked, except when weightage for night duty is in effect provided in the shape of reduced weekly working hours". This recommendation has been accepted by the Government subject to the condition that the weightage for night duty is to be given only to such categories of staff whose duty involves continuous application to work during the whole of the night shift and not to night shifts in general.

2. The Railway Board have accordingly decided, with the approval of the President, that—

- (i) the weightage for night duty shall be termed as 'Night duty allowance' which shall be treated as compensatory allowance as defined in Rule 2204(S. R. 5)-R11;
- (ii) the night duty for this purpose shall mean duty performed between 0 to 6 hours;
- (iii) the categories of staff enumerated in the appendix to this letter shall be considered eligible for grant of weightage for night duty provided they satisfy the yardsticks mentioned therein and provided they are treated as 'Continuous' or 'Intensive' workers under the Hours of Employment Regulations. It is, however, made clear that the reference to the classification under the Hours of Employment Regulations is intended only to serve as a practical guide to determine the circumstances in which night duty can be held to involve 'continuous application' referred to in the Government's decision above; and
- (iv) the night duty allowance shall be payable per weighted hour of night duty (i.e. it is payable at the rate of one hour for six hours of night duty, and proportionately at the rate of 10 minutes for every hour of night duty) at the following rates :

Pay plus dearness allowance where admissible.						Rate of night duty allowance per weighted hour of night duty.	
						Rs.	nP.
		Upto	Rs. 110	..	..	0	40
Exceeding	Rs. 110	but not	Rs. 150	..	..	0	60
"	Rs. 150	"	Rs. 200	..	..	0	85
"	Rs. 200	"	Rs. 250	..	..	1	06
"	Rs. 250	"	Rs. 300	..	..	1	30
"	Rs. 300	"	Rs. 350	..	..	1	40
"	Rs. 350	"	Rs. 400	..	..	1	60
"	Rs. 400	"	Rs. 450	..	..	1	80
"	Rs. 450	"	Rs. 500	..	..	2	00

*Explanation :*

For the purpose of giving weightage of 10 minutes per hour of duty performed, duty for less than half an hour shall be ignored and duty for half an hour and more but less than an hour, shall be reckoned as one full hour.

3. These orders will take effect from 1st August, 1962.

## APPENDIX.

### Operating Department :

- (1) *Station Masters, Assistant Station Masters, Cabin ASMs, Sub-ASMs, etc.* The weightage for night duty should be made admissible to all such staff working at stations on the various sections of Railways where the density of traffic is not less than what is indicated in the yard-stick given below :—
  - B. G. Double Line Sections.*—dealing with a minimum of 20 trains each way based on the current Passenger Time-table and the goods train power plan/capacity.
  - B. G. Single Line Section.*—dealing with a minimum of 10 trains each way based on the current Passenger Time-table and the goods train power plan/capacity.
  - M. G. Double Line Sections.*—dealing with a minimum of 16 trains each way based on the current Passenger Time-table and the goods train power plan/capacity.
  - M. G. Single Line Sections.*—dealing with a minimum of 8 trains each way based on the current Passenger Time-table and the goods train power plan/capacity.

*Note.*—A review should be undertaken every time there is a change in the Passenger Time-table and/or power plan/capacity in order to assess whether any changes are necessitated based on this yard-stick.

- (2) Assistant Yard Masters, Deputy Yard Masters, Yard Foremen, Yard Supervisors.
- (3) Trains Clerks, Number Takers.
- (4) Dy. Controllers, Power Controllers, Stock Controllers, Section Controllers, and Recorders in Control Offices.
- (5) Telegraph Signallers.
- (6) Yard Staff—Shunting Jamadars, Shunting Masters, Gunners, Shunting Muccadums, Pointsmen, Shuntmen, Hookmen, Coupling Porters, Skid Porters, Points Jamadars.
- (7) Block Signalmen, Assistant Block Signalmen, Cabinmen, Switchmen.
- (8) Drivers, Firemen, Augwallas, Shunters, Guards.

### Commercial Department :

- (1) Booking Clerks.

### Mechanical Department :

#### *Loco Sheds :*

- (1) Coalmen.
- (2) Chargemen, Mistries, Artisan Staff, Basic Tradesmen, Khallasis, Cleaners, Cleaner Muccadums, Wash-out Muccadums, Shed Booking Clerks, Coaling Crane Drivers and Khallasis of Loco Sheds where twenty Engines or more are turned out in a day.

### C. & W. Depots :

- (1) Train Examiners, Artisan Staff, Basic Tradesmen, Khallasis working in Marshalling Yards where more than 16 originating or terminating goods trains are examined.

### **Electrical Department :**

- (1) Assistant Electrical Foremen in charge of maintenance of over-head Traction system.
- (2) Electrical Chargemen, Mistries, Artisan Staff, Khallasis, Overhead Traction Maintainers.
- (3) Linemen and Chargemen of traction work.
- (4) Motormen on actual running duty.
- (5) Power House switch Board attendant.

### **Signal and Tele-communication Department :**

- (1) Wireless Operators.
- (2) Teleprinter Operators.

### **Engineering Department :**

- (1) Night Line Guards/Night Patrolmen

### **Workshop Staff :**

- (1) Chargemen.
- (2) Mistries.
- (3) Artisan Staff.
- (4) Basic Tradesmen.
- (5) Khallasis.



6. [Railway Board's letter No. PC-62/HW-2/1 dated 4-5-1963].

*Sub : Hours of work—Weightage for Night duty.*

Reference para 2(ii) of Railway Board's letter No. PC-60/HW-2/3 dated 7-7-1962.

The President has since decided that for the purpose of granting weightage for night duty in terms of Board's letter quoted above, the night duty would mean duty performed between 22-00 hours and 06-00 hours. This revision will be effective from 1st May, 1963.

7. [Railway Board's letter No. PC-63/HW-2/1 dated 22-1-63].

*Sub : Grant of Night Duty Allowance concurrently with special pay for night Patrol duty during monsoon to Night Patrolmen.*

A question has been raised whether the Night Patrolmen who are employed on night patrol duty during monsoon and are granted special pay at 20 nP. per night of patrol duty, can be allowed, in addition, the Night Duty allowance sanctioned in Board's letter No. PC-60/HW-2/3 dated 7-7-1962. The Board desire to clarify that the Night Duty allowance and the special pay in question are concurrently admissible to the Night Patrolmen.

(This disposes of General Manager, Western Railway's letter No. E487/48 dated 22-12-62 and item (4) of the enclosure received with Dy. C. P. O., S. E. Rly.'s D. O. No. SPO(R)/3342 dated 22-9-62).

8. [ Railway Board's letter No. PC-62/HW-2/1 dated 13-11-1963 ].

Sub : Weightage for Night Duty—Categories Eligible therefor.

Reference Railway Board's letter of even number dated 29th October, 1962 and your replies thereto.

The recommendations made by the different Railway Administrations have been carefully considered by the Board. They have since decided, with the approval of the President, that the appendix to Board's letter No./PC-60/HW2/3 dated 7th July, 1962 which details the categories eligible for the grant of night duty allowance should be treated as amended to the following extent :—

Category.					Add in the Appendix to Board's letter No. PC60/ HW2/3 dated 7-7-1962.		
					Item No.	Department.	
Leverman	..	..	..	..	7	*Operating.	
*Driver			}	..	4	Electrical.	*On actual running duty.
*Assistant Driver				..			
Traction	..	..	}	..	6	Electrical.	%New item.
Power Controller	..			..	%		

2. Further it has come to notice that the duties of Recorders in Control Office included in item (4) under Operating Department in the above Appendix, are done by 'Control Clerks' on S. E. Railway and by Train Clerks on some Divisions, and Yard Report Clerks on some Divisions, on Southern Railway. The term 'Recorders in Control Office' should, therefore, be deemed to include Control Clerks, Train Clerks and Yard Report Clerks.

Likewise, Chargemen, Mistries, Artisan staff, Basic Tradesmen and Khalasis in Printing Press should be deemed to be covered by the item 'Workshop Staff' appearing on the second page of the appendix to Board's letter No. PC60-HW2/3 dated 7-7-1962.

3. The orders contained in para 1 above take effect from 1st November, 1963.

\* \* \* \* \*

9. [ Railway Board's letter No. PC-62-/HW2/1 dated 26-11-1963. ]

Sub : Weightage for Night Duty—Categories eligible therefor.

In continuation of Railway Board's letter of even number dated 13th November, 1963, the President is pleased to decide that the category of Brakesmen whether belonging to Traffic or Mechanical Department, should be added to item (8) below Operating Department in the Appendix to Board's letter No. PC-60/HW-2/3 dated 7th July, 1962. The orders take effect from 1st November, 1963.

\* \* \* \* \*

10. [ Railway Board's letter No. PC-63/HW-2/7 dated 22-11-1963. ]

Sub : Weightage for Night Duty—Clarification.

It is clarified that the term 'Marshalling Yards' occurring under the heading C. & W. Depots below Mechanical Department in the appendix to Board's letter No. PC-60/HW2/3 dated 7th July, 1962, includes receiving yards, departure yards, passenger yards and sick line yards.

This has the sanction of the President,

11. [Railway Board's letter No. PC-63/HW-2/8 dated 9-12-1963].

*Sub : Weightage for night duty—Clarification.*

Ref : Railway Board's letter No. PC-60/HW-2/3 dated 7-7-1962.

In connection with the implementation of the above orders, the Board desire to make the following clarifications, with the approval of the President :

(a) The rounding off of a fraction of an hour, *vide* the explanation below para 2(iv) of Board's letter No. PC60/HW2/3 dated 7-7-62, should be done with reference to the total weightage earned in a month (*i.e.*, wage period) and not with reference to the weightage earned for each day.

(b) At junctions where both Metre Gauge and Broad Gauge are worked, the Yardstick that should be applied to SMs, ASMs etc., *vide* item (1) below operation Department in the appendix to Board's letter No. PC60/HW2/3 dated 7-7-62, will relate to that section where the density of traffic is relatively greater. That is, if the density of traffic on the M. G. section of the particular junction is greater than on the B. G. side, the yardstick as laid down for the M. G. section should be applied for determining the eligibility for the grant of Night Duty Allowance and *vice versa*.

2. In so far as the practice obtaining in the matter at present, on Railways does not conform to the procedure stated above, these orders will come into force from the date of issue.

12. [Railway Board's letter No. PC-60/HW-2/4 dated 28-8-61].

*Sub : Recommendations of the Jagannadha Das Pay Commission—Split duty.*

The Railway Board have had under consideration the recommendation of the Pay Commission contained in para 16 of Chapter XXXV of their report that—

“Split duty should not ordinarily be required to be performed in more than 3 spells. Where the employee's residence is not close to the place of work, seven hours of split duty should be treated as equal to 8 hours of normal duty.”

Having carefully considered the replies from the Railways, to Board's reference of even number dated 22nd July 1960, the Board have, with the approval of the President, accepted the above recommendation. Where the spells of duty are two or three and the employees, whose place of residence is beyond a distance of 1.6 kms. from their place of work, the duty hours should be so regulated that seven hours of split duty should be treated as eight hours of normal duty. This weightage should be allowed only to staff classified as 'continuous' and not to those classified as 'essentially intermittent'.

2. The Board desire that the Railways should implement the above recommendations as early as possible and advise them in due course, of the extra expenditure involved.

13. [Railway Board's letter No. PC-60/HW-2/4 dated 5-9-1962].

*Sub : Split Duty.*

Reference S. Rly.'s letter No. P(R)521/PCII/RB/HER dated 10/14th May, 1962.

It is clarified that the concession of treating seven hours of split duty as eight hours of normal duty. *vide* Board's letter of even number dated 28-8-61, will not be applicable where the rosters have been framed in such a manner that the shifts are split for the convenience of staff (e.g., to give them a lunch break) and not in the interests of the administration, even though the distance between their places of residence and work exceeds 1.6 Km.

This has the sanction of the President.

*Copy of Southern Railway's letter No. P(R)521/PCII/RB/HER dated 10/14th May, 1962 addressed to Railway Board.*

*Sub : Split Duty.*

*Ref : Board's letter No. PC-60/HW-2/4 dt. 28-8-61.*

The Board in their letter quoted above have decided that in the case of staff classified as 'Continuous' and who are rostered on split shifts, their duty hours should be so regulated that 7 hours of split duty should be treated as 8 hours 'normal' duty where the spells of duty are two or three and the employees reside at a distance beyond 1.6 Km. from their place of work. The Board have also called for the details of extra expenditure involved on this account.

Subordinate offices have been addressed to submit their proposals for the implementation of these orders with a view to assess the extra expenditure involved. It is, however, necessary to point out that there are several categories of 'Continuous' workers such as office staff, gangmen, tranship porters, loco shed staff, carriage and wagon staff etc., who are rostered on split shifts of not more than two spells, the rosters being mainly in the interests of the workers themselves with a view to give them a break for food and rest etc. The Administration can roster them for 8 hours at a stretch and dispense with split shifts for them, but this would be leaving out the human aspect. If the intention of the Board is that even where 'Continuous' workers are rostered for two spells in their own interest and where the staff reside at a distance of more than 1.6 Km. from their place of work they should only be rostered for 7 hours instead of 8 hours of duty, it will mean a considerable increase in the staff without any commensurate advantage to the Administration. Alternatively, they will have to be credited with one hour of overtime every day for performing 8 hours. When the rostered hours are 8½ hours, the overtime apparently will be 1½ hours every day. This again will mean payment of overtime to a very large body of railway staff; for which from the point of the Administration there is no justification.

In the circumstances, it is recommended for the consideration of the Board that the weightage contemplated in Board's letter quoted above be limited to 'Continuous' workers, who are rostered for more than two spells of duty per day, and the weightage be given to them in the shape of overtime rather than reduction in rostered hours.

The Board's orders thereon may kindly be communicated at a very early date.

**14 [ Railway Board's letter No. PC-63/HW-2/7 dated 6-2-1964 ].**

*Sub :—Recommendation of the Jagannadha Das Pay Commission—Hours of work  
—Weightage for Night Duty.*

A question has been raised whether the orders contained in Railway Board's letter No. PC-60/HW-2/3 dated 7-7-1962 are applicable to ex-Company and ex-State Railway's staff who have retained their existing terms and conditions of service. The Board desire to clarify that the orders in question apply to such staff on the same terms and conditions applicable to those governed by Indian Government Railway Rules. This clarification should be deemed to have effect from 1st August, 1962. This has the sanction of the President.

(This disposes of General Manager, Central Railway's letter No. 23113-R/WND/II dated 31-10-1963).

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**15 [ Railway Board's letter No. PC-HW-2/3 dated 6-2-1964 ].**

*Sub :—Weightage for night duty—Clarification.*

In supersession of para I (a) of Board's letter of even number dated 9-12-1963, the President is pleased to decide that the existing explanation below para 2 (iv) of their letter No. PC-60/HW 2/3 dated 7-7-1962 should be substituted by the following :—

*“Explanation.—For the purpose of giving weightage of 10 minutes per hour of duty performed, duty for less than half an hour shall be ignored and duty for half an hour and more but less than an hour, shall be reckoned as one full hour. This rounding off shall be done with reference to the actual hours of night duty performed in a month (i. e., wage period) and not on daily basis.”*

2. In so far as the practice obtaining in the matter at present on Railways does not conform to the procedure indicated above, these orders are effective from the wage period or January, 1964.



## **XV LEAVE—GRANT OF.**

### **1. [ Railway Board's letter No. PC-61/LE-2/2 dated 14-3-61 ]**

*Sub : Railway servants should be encouraged to take a certain amount of leave annually.*

In paragraph 14 of Chapter XXXVI of their report, the Pay Commission have recommended that the Heads of Departments, Offices, etc., should plan their work in such a way as to permit employees to take a certain amount of leave annually, and a longer leave after some years, or according to any special necessity.

As provided in Rule 2106 (F. R. 67)-RII and Rule (702-RI), "leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it." These provisions have been made in the rules because it is not always possible to let all who want leave at a particular time to have it at that time, and there is a limit beyond which depletion of staff cannot be permitted without dislocating the working of an establishment. These provisions are not, however, intended to be so used as, in effect, to abridge the employees' leave entitlements. Indeed, it is desirable in the interests of efficiency that employees take leave at suitable intervals and return to work keen and refreshed.

The leave sanctioning authority should, therefore, encourage railway servants to take leave regularly at intervals, preferably annually. In cases where all applicants for leave cannot, in the interests of the public service, be granted leave at the same time, the Board desire that the leave sanctioning authority should draw up a phased programme for the grant of leave to the applicants by turns, with due regard to the principles enunciated in rule 2236 (S. R. 232)-RII ( and rule 702-RI) regarding priority of claims to leave.

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### **2. [ Railway Board's letter No. PC-60/LE/9 dated 7-3-61 ].**

*Sub : Leave preparatory to retirement granted after the date of compulsory retirement under 2127(F. R. 86)-RII or corresponding other rules.*

Under the existing orders the grant of leave preparatory to retirement after the date of compulsory retirement under rule 2127 (F. R. 86)-RII or corresponding other rules automatically carries with it extension of service required ; the railway servant concerned retains a lien on his permanent post during the period of such leave and the period of the leave qualifies for retirement benefits under both the Pension rules and the Provident Fund rules.

2. In para 25 of Chapter XXXVI of their report, the Pay Commission have made the following recommendations in respect of leave preparatory to retirement granted to an employee after the date of compulsory retirement :—

- (a) that the employee concerned should not be allowed to retain a lien on his permanent post during the period of such leave, and
- (b) that the period of the leave should not count for pension.

3. The President has been pleased to accept both these recommendations of the Commission and to direct that (b) above shall apply not only to pensionary benefits but also to the retirement benefits payable under the Provident Fund Rules. In future, therefore, while the grant of leave preparatory to retirement under rule 2127(F. R. 86)-RII or corresponding other rules after the date of compulsory retirement shall continue to automatically carry with it the extension of service required, the railway servant concerned shall not retain a lien on his permanent post during the period of such leave and the period of the leave shall not qualify for retirement benefits under the Pension rules or the Provident Fund rules. It follows that —

- (i) except for lien and pension/contributory provident fund benefits, the railway servant would continue to be in service till he ceases to be on the leave

- (ii) the railway servant would not retain a lien on his permanent post during the period of the leave and, therefore, his permanent post can be filled substantively with effect from the date of compulsory retirement or the expiry of the period of extension of service under rule 2046(F.R.56)-R.II, as the case may be ;
- (iii) the period of the leave will not qualify for retirement benefits and, therefore, the quantum of retirement benefits due to the railway servant will be that to which he would be eligible on the date of compulsory retirement or expiry of the period of extension of service under rule 2046(F.R.56)-R.II as the case may be. However, the railway servant shall retire from (or quit) service only with effect from the date on which he ceases to be on leave and, therefore, the retirement benefits, as due to him on the date of compulsory retirement or expiry of the period of extension of service under rule 2046(F.R.56)- R.II, as the case may be, would become payable only on/from the date on which he ceases to be on leave.

4. In the case of a railway servant who accepts re-employment during the period of leave preparatory to retirement after the date of compulsory retirement the orders contained in Railway Board's letters No. F(E)59/LE-1/1 dated 13-6-1959 and F(E)52/LE-1/1 dated 5-9-1959 will not undergo any change except that, even if he opts to enjoy the leave concurrently with his re-employment, it shall not count as qualifying service for retirement benefits under the Pension rules or the Provident Fund Rules.

5. These orders will apply to all railway servants who avail themselves of leave preparatory to retirement after the date of compulsory retirement on or after 1st April, 1961. Railway servants who are already on such leave on that date shall continue to be governed by the existing rules and orders.

6. Necessary correction slip to the Indian Railway Establishment Code will be issued separately.

3. [Railway Board's letter No. PC-60/LE/9 dated 17-8-62].

*Sub :Leave preparatory to retirement granted after the date of compulsory retirement under Rule 2127(FR.86)-R.II or corresponding other rules.*

In partial supersession of para 5 of Railway Board's letter of even number dated 7-3-1961, it has now been decided that the orders contained in that letter do not apply to the ex-Company and ex-States Railway staff, who have retained their pre-absorption terms and conditions of service. Cases of such Railway servants dealt with otherwise may be reviewed accordingly.

This has the sanction of the President.

4. [Railway Board's letter No. PC-60/LE-9 dated 5-3-63].

*Sub : L. P. R. granted after the date of compulsory retirement under rule 2127 (F.R.-86)-R.II or corresponding other rules.*

Reference Railway Board's letter of even number dated 7-3-61. A doubt has been expressed as to how the interest should be allowed on the P. F. assets of the cases affected by the orders contained therein, in terms of rule 1319-R.I. It is clarified that the amount standing at the credit in the Provident Fund of a Railway servant should be deemed to have become payable for the purpose of rule 1319-R.I on the date the refused leave preparatory to retirement expires.

5. [Railway Board's letter No.PC-60/LE-9 dated 13-5-63]

*Sub : Leave preparatory to retirement granted after the date of compulsory retirement under rule 2127(F.R.86)-RII or corresponding other rules.*

Reference Railway Board's letter of even number dated 7-3-1961 on the above subject. In partial modification of the orders contained in para 3(III) thereof, the Board have now decided that a railway servant who is granted refused leave, shall be deemed to have quitted service from the date of compulsory retirement or on the expiry of extension of service, as the case may be, and therefore, his assets, in the State Railway Provident Fund, including Government contribution and the special contribution to the P. F., wherever admissible, will be payable to him immediately thereafter without waiting for the expiry of the leave.

In the case of employees who are at present on refused leave, their Provident Fund money(s) will become payable on the date of issue of this letter. The accounts of such employees should, therefore, be closed accordingly.

Consequent on the above decision, the question of the employee continuing to subscribe during the period of such leave to the P. F. (contributory or non-contributory) to which he was subscribing before proceeding on such L.P.R. will not arise.

These orders have the sanction of the President and supersede the Board's letter of even number dated 5-3-1963.

\* \* \* \*

6. [ Railway Board's letter No. PC-60/LE-9 dated 4-12-1963 ].

*Subject :—Recommendations of the Pay Commission (1957-59)—L. P. R. granted after the date of compulsory retirement under rule 2127 (FR 86)—RII or corresponding other rules.*

Reference Board's letter of even number dated 7-3-1961.

The Board desire to clarify that the orders contained therein do not apply to Ministerial Railway servants who are governed by rule 2046(2) (a) (FR56)-RII and are granted leave preparatory to retirement between the ages of 55 and 60 years.

\* \* \* \*

7. [Railway Board's letter No. PC-60/LE-1/6 dated 6-6-61].

*Sub : Study Leave.*

Study leave is at present granted for purposes of prosecution of higher studies or for receiving training in professional or technical subjects having a direct, close connection with the sphere of duties of the Railway servant concerned subject to a certificate by the competent authority that the proposed course of study or training will be of definite advantage from the point of view of the public interest.

2. On the recommendations of the Jagannadha Das Pay Commission contained in para 23 of Chapter XXXVI of their Report, the President is now pleased to decide that the purposes for which study leave may be granted may also include—

- (a) A course of training or study tour in which a Railway servant may not attend a regular academic or semi-academic course, if the course of training or study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to the sphere of duties of the Railway Servant ;
- (b) studies which may not be closely and directly linked with a Railway servant's work, but which are capable of widening his mind in a manner likely to improve his abilities as a Railway servant and equip him better to collaborate with those employed in other branches of the public service ; and
- (c) studies connected with the framework or background of public administration.

3. The grant of study leave in the aforesaid cases will be subject to the condition that (1) the particular study or study tour should be approved by the authority competent to sanction study leave and (2) the railway servant should be required to submit, on his return, a full report on the work done by him while on study leave.

4. Formal amendments to the study leave rules will be made in due course.

5. The President is also pleased to accept the undernoted other recommendations of the Commission contained in para 23, Chapter XXXVI of their report :—

- (a) study leave should be liberally granted, particularly to scientific, technical and administrative staff, and that in suitable cases the staff should even be encouraged or advised to take such leave ; and
- (b) while it may not be necessary to extend the standard study leave terms to industrial (i. e., workshop and artisans) staff, the question of providing them facilities for training and technical education may be considered by the administrative authorities.

\* \* \*

8. [Railway Board's letter No. PC-60/LE-6/1 dated 3-8-61].

*Subject : Study Leave.*

Reference Railway Board's letter of even number dated 6-6-1961 on the above subject. The Board desire to clarify that individual cases falling under item (b) of para 2 thereof should invariably be referred to them for orders.

\* \* \*

9. [Railway Board's letter No. PC-60/LE-7/1 dated 23-4-60]

*Subject : Casual Leave.*

In partial modification of Item (1), (3), (4) and (5) of Board's letter No. E48LE2/91/3 dated 27-3-50, the Railway Board have decided that :—

- (i) the total amount of casual leave admissible to Railway servants, who are eligible to avail themselves of all public holidays or workshop paid holidays in addition to casual leave, should be limited to 12 days in a calendar year ;
- (ii) the total amount of casual leave admissible to Railway servants, who, because of the nature of their duties, are not allowed to avail themselves of public holidays at all or are allowed to avail themselves only of a few such holidays ; should be limited to 15 days in a calendar year ;
- (iii) Artisan staff (other than workshop staff) may also be granted casual leave limited to 15 days in a calendar year, provided they are not covered by a collective option to convert the casual leave into paid holidays as provided for in paragraph 6 of Board's letter referred to above ;
- (iv) public holidays including Sundays, closed Saturdays, and weekly offs, may be prefixed or suffixed to casual leave ;
- (v) The total period of absence, at a time on casual leave (inclusive of public holidays, Sundays, closed Saturdays, and weekly offs which may be prefixed or suffixed thereto), may not exceed the total amount of casual leave admissible in terms of (i) to (iii) above i.e. 12 days or 15 days as the case may be.
- (vi) Public holidays including Sundays, closed Saturdays and weekly offs, falling within a spell of casual leave will count as casual leave.

2. The orders contained in Board's letter No. E49CP C/129 dated 10-10-1949 in respect of workshop staff will, however, continue to be in force until further advice.

10. [Railway Board's letter No. PC-60/LE-7/1 dated 24-8-60].

*Subject : Casual Leave.*

Reference Railway Board's letter No. PC-60/LE-7/1 dated 23-4-1960.

The Government have accepted the recommendation of the Pay Commission that Public holidays and weekly offs falling within a period of casual leave should not be treated as part of the casual leave. Accordingly, public holidays including Sundays, closed Saturdays, and weekly offs, falling within a spell of casual leave will not in future count as casual leave and item (vi) of para 1 of Board's letter referred to above may be deemed to be amended accordingly. This decision will have effect from 2nd August, 1960.

The Board desire to clarify that, for the purposes of casual leave, a restricted holiday which is availed of should be treated as a public holiday and public holidays including Sundays closed Saturdays, and weekly offs, may be prefixed and/or (and not only or) suffixed to the casual leave.

\* \* \*

11. [Railway Board's letter No. PC-60/LE-7/1 dated 27-7-61].

*Sub : Grant of Casual Leave to Doctors.*

Reference Shri V. P. Ahuja's D. O. No. 358E/0/1 (Eiv) dated 22-2-1961. The Board agree that the Doctors attached to Out-patients Department and dispensaries referred to therein should be given 15 days Casual leave. They may be permitted to prefix and/or suffix gazetted holidays and restricted holidays where it is possible for the Administration to do so.

[Copy of D. O. letter No. 358-E/0/1(Eiv) dated 22-2-1961 from Shri V. B. Ahuja, Dy. Chief Personnel Officer, Northern Railway, Baroda House, New Delhi, addressed to Shri M. P. K. Menon, Asstt. Director, Establishment, Railway Board, New Delhi].

*Subject : Grant of casual leave to doctors.*

My dear Menon,

Out-patient departments and dispensaries remain open for two hours in the morning, 9 to 11 hours in winter and 8 to 10 hours in summer, on Sunday and gazetted holidays. Besides, doctors have to attend to emergencies at all times.

2. A question has arisen as to whether doctors attached to out-patient departments and dispensaries should be allowed twelve days of casual leave or fifteen days of casual leave and whether they should be permitted to prefix and/or suffix gazetted holidays and restricted holidays to leave.

3. I would request you to kindly obtain Railway Board orders and let us know.

## XVI. NATIONAL HOLIDAYS—GRANT OF.

1. [ Railway Board's letter No. PC-60/HL-2/1 dated 10-8-1961 ].

*Sub : Grant of National Holidays.*

In para 45, Chapter XXXV of their Report, the Jagannadha Das Pay Commission have recommended " that the staff who do not at present enjoy any public holidays, should be considered entitled to the three National Holidays ; and since with some exception, they cannot be relieved of their duties on those days, they should be compensated by payment for those days at one and half time the normal rate."

2. The Railway Board, with the sanction of the President, have decided to accept the above recommendation. Accordingly attendance on the 3 National Holidays, viz. 26th January, 15th August and 2nd October, will be compensated by additional payment at the rates shown against the particular pay range indicated below :—

<u>Pay range.</u>	<u>Rate per day.</u>
Rs.	Rs. p.
Not exceeding 80 .. .. .	3.75
From 81 to 90 .. .. .	4.25
" 91 to 105 .. .. .	4.90
" 106 to 120 .. .. .	5.65
" 121 to 135 .. .. .	6.40
" 136 to 170 .. .. .	7.65
" 171 to 195 .. .. .	9.15
" 196 to 220 .. .. .	10.40
" 221 to 270 .. .. .	12.30
" 271 to 320 .. .. .	14.80
" 321 to 350 .. .. .	16.75
" 351 to 400 .. .. .	18.80
" 401 to 500 .. .. .	22.55

The pay range will be determined with reference to basic pay as defined in rule 2003 (21) (a) (i & ii)-RII and full Dearness Allowance (inclusive of Dearness Pay). Where the pay plus Dearness Allowance falls in between the two slabs, the rate for the next higher slab shall apply.

3. These orders will take effect from the date of issue.

\* \* \*

2. [ Railway Board's letter No. PC-60/HL-2/1 dated 6-2-1962.]

*Sub : Grant of National Holidays—Pay Commission's recommendation regarding.*

Reference Railway Board's letter No. PC-60/HL-2/1 dated 10th August, 1961.

The Railway Board desire to clarify that the monetary compensation laid down in para 1 of their above letter will also be applicable in the following circumstances :

(a) when the day of rest and the National Holiday fall on the same day ; and

(b) when the running staff are on ' waiting duty ' on a National Holiday.

This has the sanction of the President.

\* \* \*

3. [ Railway Board's letter No. PC-60/HL-2/1 dated 30-8-1962 ].

*Sub : Grant of monetary compensation for attending on National Holidays.*

Reference Railway Board's letter of even number dated 10th August, 1961.

The Board desire to clarify that the monetary compensation sanctioned in para 1 of their letter will also be applicable when the running staff are on ' Light Duties ' on a National Holiday. This has the sanction of the President.

Further, the clarification given in respect of the second point in the D. O. letter of even number dated 3-5-1962 addressed to the Dy. C. P. O., South Eastern Railway (copy circulated to all the Railways under Board's letter of even number dated 11-5-1962) has also the sanction of the President.

\* \* \*

4. [ Railway Board's letter No. PC-60/HL-2/1 dated 11-5-1962 ].

*Sub : Grant of monetary Compensation for attending on National Holidays.*

A copy of D. O. letter of even number dated 3-5-1962 addressed to the Dy. Chief Personnel Officer, S. E. Railway on the above subject, is forwarded herewith for information.

[Copy of D.O. No. PC-60/HL-2/1 dated 3-5-1962 from Shri M. S. Sundara, Dy. Director, Pay Commission, Railway Board, addressed to Shri M. N. Radhakrishna, Dy. Chief Personnel Officer, South Eastern Railway, Calcutta.]

Sub : Grant of National Holidays—Pay Commission's recommendations regarding.

The position in regard to the various points raised in your D. O. No. SPO(R)/PC-2 NH/1212 dated 13-4-62 is as given below:

Point raised.

Clarification.

- |   |   |
|---|---|
| (1) Whether Board's orders are applicable to all classes of Railway servants, Gazetted and Non-gazetted ?   | The orders are not applicable to Gazetted officers.   |
| (2) Whether the monetary compensation as envisaged in para 1 of their letter of 10-8-61 will be applicable when the day of rest of an employee and the National Holiday fall on the same day even if he is not required to work for that day ?                        | The cash compensation is payable even when a person is <i>on rest</i> . It is not necessary that his rest should be abrogated to be eligible for the cash compensation. |
| (3) Whether the shift duty staff who work round the clock and might have performed part duty on the holiday in question can be paid the additional pay at the full prescribed rates ?   | Yes.  |
| (4) Whether supervisory staff who enjoy public holidays but are not eligible for Compensatory Casual Leave for performing the duties on holidays, if required to work on the National Holidays in the interest of Administration will be entitled to additional pay ? | The Cash Compensation is meant only for those who do not enjoy Public holidays and are also required to work on the National Holidays.                                  |
| (5) Whether the monetary limit of Rs. 500 p.m. is applicable equally to those on the authorised, prescribed or pre-1931 scales ?  | The limit of Rs. 500 p.m. is applicable irrespective of the scale of pay.   |

\* \* \*

5. [Railway Board's letter No. PC-60/HL-2/1 dated 9-4-1963].

Sub : Grant of monetary compensation for attending on National Holidays.

Reference Railway Board's letter No. PC-60/HL-2/1 dated 10th August, 1961.

The Board desire to clarify that the monetary compensation sanctioned in para 1 of their letter will also be applicable when the 'relieving staff' travel as passengers on the National holidays from their Headquarters to take up duty at another station.

This has the sanction of the President.



## **XVII. HOUSE RENT—CHARGEABLE.**

1. [ Railway Board's letter No. PC-60/RN-1/1 dated 25-8-1960 ]

*Sub : Maximum amount of rent recoverable from staff in authorised scales of pay whose emoluments are below Rs. 150 per month.*

On the recommendation of the Pay Commission, the Railway Board have decided that the rent charged to an employee who draws pay in the authorized scales of pay and whose emoluments are below Rs. 150 per month, in respect of quarters supplied should be limited to the assessed rent, or 7½% of the emoluments, whichever is less. They have further decided that in the case of an employee drawing pay in the authorized scales of pay who is in receipt of emoluments of Rs. 150 per month or more the net emoluments after deduction of rent shall not be less than Rs. 138.75. These decisions will take effect from 1st July, 1959.

The necessary Correction Slip to para 1915(a)-E will be issued separately.

2. [ Railway Board's letter No. PC-60/RN-1/1 dated 3-9-1960 ].

*Sub : Recovery of rent for Railway quarters in occupation of Class IV staff.*

Under the existing rules, the workshop employees in Class IV scales of pay are liable to pay rent for Railway quarters. The other Class IV staff are, however, being charged rent in some cases and not in other cases.

2. The Railway Board have now decided that, in future, the Class IV staff, other than workshop employees, would also be liable to pay rent as indicated below.

(i) Class IV staff who were appointed upto 30th June, 1959 and, in accordance with the extant practice of Individual Railway Administrations concerned on that date, were not liable to be charged rent for quarters, when allotted, should continue to be exempted from payment of rent, irrespective of whether they were actually occupying any quarters on that date or not, so long as they are not promoted to Class III.

(ii) Other Class IV staff appointed upto 30th June, 1959, and all those appointed on or after 1st July, 1959, should be charged rent for quarters allotted to them at the rates in force from time to time.

The recovery of rent in cases where it is not being already made, should, however, be effected only from 1st October, 1960.

3. The necessary correction slip to paras 1902-03 E will be issued separately.

3. [ Railway Board's letter No. PC-60/RN-1/1 dated 6-9-1960 ]

*Sub : Pay Commission's Recommendations 1959—Assessed rent of Railway Quarters for Class III and IV Staff.*

In their letter No. F(X)II-50/RN-1/3 dated 28-6-1955, the Railway Board issued instructions that the rent of quarters for Gazetted Officers should be assessed at 6 percent instead of (so as to give a return of not less than) 4 per cent of the capital cost. The Board have now decided that the rent of quarters for Class III and IV staff should also be assessed on the same basis.

2. The increase in the assessed rent of quarters for Class III and IV staff (except those in the production units referred to in para 4 below) may be effected in two stages as follows :

In the first stage, the assessed rent of each quarter now current may be increased on a rough and ready basis by 25 percent of the existing assessed rent in the case of quarters the rents of which have been assessed at less than 5 percent of the capital cost. The higher assessed rents so arrived at should be charged with effect from 1st October, 1960.

In the second stage, the rent of all quarters should be properly re-assessed at 6 percent of the capital cost as on the 30th September, 1960, and the rents so assessed should be charged with effect from 1st October, 1961. This re-assessment should be undertaken and completed by June, 1961 so that there is no difficulty in the recoveries being made on the revised basis with effect from 1-10-1961.

3. The Board have also decided that, in future, the rent should be re-assessed once in every three years, the rent assessed on the basis of the capital cost as on the 30th September, of a year being recovered with effect from the 1st October of the succeeding year. As already mentioned, the first such assessment will be made with reference to the capital cost as on 30th September, 1960, and the revised rent so assessed would be charged with effect from 1st October, 1961. The next review should be made with reference to the capital cost as on 30th September, 1963, and the rent so assessed should be charged with effect from 1st October, 1964, and so on.

4. As all the quarters for class III and IV staff under the Chittaranjan Locomotive Works, Locomotive Component Works and Integral Coach Factory have been constructed at a comparatively high cost in recent years, the Board have decided that, as in the case of quarters for Gazetted Officers, quarters for Class III and IV staff of these Production Units should, with effect from 1-10-1961, be pooled with such quarters on the Eastern, North-Eastern and Southern Railways respectively, and the rents assessed (after such pooling) should be made applicable to the quarters on the Production Units. The Eastern, North-Eastern and Southern Railways shall, as early as possible, obtain the requisite information from the Production Units concerned for the purpose of the assessment of the rent to be charged with effect from 1-10-1961. In the meanwhile, no increase need be made in the assessed rents charged at present.

5. The necessary correction slip to para 1908-E will be issued separately.

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4. [ Railway Board's letter No. PC-60/RN-1/1 dated 8-6-1962 ]

*Sub : Recovery of rent for occupation of Railway quarters.*

Reference S. E. Rly's. letter No. SPO(R)PC-2/45/9286 dated 9-4-1962 on the above subject. According to Board's letter No. E(S)53DA1/(7) dated 20-5-1953, only that portion of the dearness allowance which is treated as pay for the purpose of recovery of house rent should continue to be taken as "emoluments" for the purpose of recovery of house rent. Since no portion of the revised rates of dearness allowance is to be treated as pay for any purpose, in terms of para 2 of Board's letter No. PC-60/DA-3/2 dated 2-8-1960, it would mean that dearness allowance is not to be included in the emoluments.

The definition of "emoluments" given in Board's letter No. PC-59/ROP-1/1 dated 2-8-1960 is relevant only for fixation of pay in authorised scales.

\* \* \* \* \*

5. [ Railway Board's letter No. F(X)11-63-RN-1/1 dated 8-7-1963 ]

*Sub : Assessed rent of sub-standard quarters.*

It has been represented to the Board that on some Railways certain quarters which are of a sub-standard nature i.e., quarters constructed with sleeper huts, or which are of a barrack-type and which do not provide certain facilities by way of a kitchen, store or lavatory, are also included in the general pool of quarters and the pooled assessed rent thus worked out is made applicable to such sub-standard quarters also. The Board have carefully examined this issue and have decided that such sub-standard quarters which are not provided with essential basic amenities such as kitchen, store, lavatory and without source of water supply in the vicinity and with very low roof should be excluded from the general pool of quarters and constituted into a separate pool and their rent fixed at six per cent of the total outlay on such quarters.

6. [ Railway Board's letter No. F(X)11-63-RN-1/8 dated 16-7-1963 ]

*Sub : Revision of assessed rent of Railway Quarters.*

Reference is invited to para 3 of Railway Board's letter No. PC-60/RN1/1 of 6th September, 1960 according to which the rent of staff quarters should be re-assessed once in every three years, the rent assessed on the basis of the capital cost as on the 30th September of a year being recovered with effect from the 1st October of the succeeding year. A question has been raised by some Railway Administrations whether these orders are applicable to Gazetted Officers' quarters also. The Board desire to clarify that the rent of Gazetted Officers' quarters should also be re-assessed once in three years.

2. In partial modification of the above orders, It has also been decided that the first review should be made with reference to the capital cost as on 31st March 1963 and the rent so assessed should be charged with effect from 1st April 1964. Necessary action in this respect may please be taken immediately.

3. This disposes of General Manager, Western Railway's letter No. W-491/10(Vol-III) dated 17-5-63.



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## **XVIII. RETIREMENT BENEFIT—S. R. P. F.**

1. [ Railway Board's letter No. PC-60/RB-8/4 dated 30-8-1960 ]

*Sub : Reckoning of officiating pay for the purpose of special contribution to Provident Fund.*

Under the existing rules, the special contribution to provident fund of a Railway servant is calculated on the basis of "pay" as defined in Rule 1302(8)-RI read with Board's letters No. FE-59/PF-8/1 dated 21-8-59 & 30-11-59 or on the basis of pay arrived at in terms of Government of India's decision No. 2 under Rule 1314-RI, whichever is more favourable, vide Government of India's decision No. 1 below rule 1314-RI.

2. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President has now been pleased to direct that, with effect from 1st November, 1959 the special contribution to Provident Fund in the case of a permanent Railway servant who has officiated, or would have officiated but for being on leave, in a higher post or posts for any period during the one year immediately preceding the date of quitting service should be calculated on the basis of pay as defined in Rule 1302 (8)-RI or as defined below, whichever is more favourable, the Government of India's decisions Nos. 1 & 2 below Rule 1314-RI being deemed to be deleted.

" 'pay' for the purpose of special contribution to provident fund admissible under Rule 1314-RI means substantive pay admissible to the subscriber on the date of quitting service, in the permanent post on which he holds a lien or would have held a lien had it not been suspended, including dearness pay, personal pay, special pay when forming part of the scale of pay of the post, and overseas pay, admissible to him in that post, increased by 1/24th of the difference between the total pay, dearness pay, personal pay, special pay when forming part of the scale of pay of the post, and overseas pay, admissible to him in the permanent post, on which he held a lien or would have held a lien had it not been suspended during the one year immediately preceding the date of quitting service, and the total pay, dearness pay, personal pay, special pay and overseas pay admissible to him in the officiating post or posts during the same period including the periods during which he would have officiated in higher post/posts but for being on leave. The pay so calculated shall be subject to the provisos to Rule 1302(8)-RI."

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2. [ Railway Board's letter No. PC-60/RB/8/4 dated 25-1-1962 ]

*Sub : Treatment of 'personal pay' under the Railway Services (Authorised Pay) Rules, 1960—as pay for the purpose of special contribution to Provident Fund.*

Reference Shri D. S. Tomar, Dy. Chief Personnel Officer, South Eastern Railway's D. O. letter No. P/SPO(R)/3267 dated 17-11-61 on the above subject (Copy enclosed). The Railway Board desire to clarify that 'pay' for the purpose of special contribution to Provident Fund, in terms of rule 1302(8)-RI includes 'personal pay' for whatever reason it is granted and the personal pay counts fully when it is part of the substantive pay or officiating pay which is deemed to be substantive under the rules; otherwise it counts only to the extent of half.

(Copy of Shri D. S. Tomar, Dy. C.P.O., South Eastern Railway's d. o. letter No. P/SPO (R)/3267 dated 17-11-61 addressed to Railway Board)

**Sub : Treatment of 'personal pay' under the Railway Services (Authorised Pay) Rules—1960—as pay for the purpose of S. C. P. F.**

A reference is invited to Board's letter No. PC-60/RB-3/7 dated 29-8-61 addressed to the General Manager, Central Railway copy endorsed to General Managers, All other Indian Railways, wherein clarification has been issued that 'personal pay' granted in the initial fixation of pay in the authorised scales of pay, would count as emoluments for the purpose of pension, in full or in half under certain conditions.

It may be pointed out that in terms of Rule 1302(8)-RI, 'personal pay' is also included in the 'pay' for the purpose of Special Contribution to Provident Fund admissible under Rule 1314-RI. It is, therefore, necessary that a similar order, as in the case of pension, is required to be issued by the Board in regard to counting of 'personal pay' granted in the initial fixation of pay under the Railway Services (Authorised Pay) Rules, 1960, as emoluments for the purpose of S. C. P. F. admissible under Rule 1314-RI or corresponding provisions of the P. F. & Gratuity Rules of Ex-Coys.

I shall be glad if you will kindly examine the matter and communicate Board's decision on the subject at an early date.

This Issues at the instance of the FA & CAO of this Railway, and pending receipt of Board's decision, 'personal pay' is being disallowed by the FA & CAO, for the purpose of S. C. P. F. under Rule 1314-RI.

3. [ Railway Board's letter No. PC-60/RB-8/4 dated 4-8-62 & 28-6-63 ]

**Sub : Reckoning of officiating pay for the purpose of special contribution to Provident Fund.**

Reference Railway Board's letter of even number dated 30-8-1960 on the above subject. The following may be substituted for the term 'pay' defined below para 2 thereof :—

" 'Pay' for the purpose of special contribution to Provident Fund admissible under Rule 1314-RI means substantive pay admissible to the subscriber on the date of quitting service, in the permanent post on which he holds a lien or would have held a lien had it not been suspended, including dearness pay, personal pay, special pay when forming part of the scale of pay of the post, and overseas pay increased by one half of the difference between the pay so admissible and the monthly average of the total pay, dearness pay, personal pay, special pay and overseas pay admissible to him in the post/posts actually held by him or which would have been held by him but for being on leave during the one year immediately preceding the date of quitting service. The pay so calculated shall also be subject to the provisos to Rule 1302(8)-RI."

This has the sanction of the President and takes effect from 1-11-1959. Past cases dealt with otherwise need not, however, be re-opened.

4. [ Railway Board's letter No. PC-60/RB-8/4 dated 18-5-63 and 26-7-63 ]

*Sub : Reckoning of officiating pay for the purpose of special contribution to Provident Fund.*

Reference Railway Board's letter of even number dated 30-8-1960 as amended in their letter of the same number dated 4-8-1962 on the above subject. A question has been raised whether special pay of Rs. 200/- p. m. attached to the posts of Joint Directors in the Railway Board and Research, Designs and Standards Organization forms part of the scale of pay of the post for the purpose of the above orders. It is hereby clarified that the special pay referred to above should be treated as forming part of scale of pay of the post for the purpose of special contribution to the provident fund. This has the sanction of the President and should be deemed to be effective from 1-11-1959.

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5. [ Railway Board's letter No. PC-60/RB-8/4 dated 28-6-1963 ]

*Sub : Counting of non-practising allowance towards special contribution to Provident Fund.*

The question of counting the restricted non-practising allowance, allowed to Railway Doctors in terms of Railway Board's letter No. PC-60/PS-5/MH-3 dated 2-3-62 and 6-7-62 towards special contribution to Provident Fund has been under the consideration of the Board. They have decided with the approval of the President that such non-practising allowance would count for the purpose of special contribution to Provident Fund in the same manner as 'special pay forming part of the scale of pay of the post' held by the employees concerned. In other words, the restricted non-practising allowance will count towards special contribution to Provident Fund, in full where the post is held by the employee, on the date of quitting service, in a substantive capacity or for a period of three years and more in an officiating capacity and to the extent of half, under the rule regarding counting of officiating emoluments, in other cases.

\* \* \* \*

6. [ Railway Board's letter No. PC-60/RB-8/6 dated 22-9-1960 ]

*Re : Amendments to Chapter XIII of the Indian Railway Establishment Code Volume I (Revised edition, 1959) on the recommendations of the Pay Commission.*

In exercise of the powers conferred by the Proviso to Article 309 of the Constitution, the President is pleased to direct that the Rule 1314 of the Indian Railway Establishment Code, Volume I, (Revised Edition 1959) be amended as in the copy of the advance Correction Slips No. 14-16 RI enclosed. These will have effect from 1st November 1959.

Advance correction slips to the Indian Railway Establishment Code Volume I  
(Revised edition 1959)

*Advance Correction slip No. 14-RI*

(1) Rule 1314(2) (b)-RI (Revised Edition 1959)

Delete the words "after fifteen years' service" occurring in this sub-rule.

[ Authority Railway Board's letter No. PC-60/RB-8/6 dated 22-9-1960. ]

*Advance Correction slip No. 15-RI*

(2) Rule 1314(2) (e)-RI (Revised Edition 1959).

- (a) Delete the words "with less than fifteen years' service" occurring in the first line of this sub-rule.
- (b) Substitute a semi-colon (;) for the coma (,) at the end of the third line of this sub-rule and delete the words and the punctuation marks "provided that he had joined service on or before reaching the age of forty years;" appearing in the fourth and fifth line of the sub-rule.

( Authority Railway Board's letter No. PC-60/RB-8/6 dated 22-9-1960 )

*Advance correction slip No. 16-RI*

(3) Rule 1314(5)-RI (Revised Edition 1959).

Substitute the following for the words and punctuation marks ; " If the subscriber had completed 5 years' service, the special contribution so credited shall not be less than 12 months' pay." appearing in this sub-rule as substituted by Correction slip No. 32.

" the special contribution so credited shall not be less than the following :—

- (a) If the subscriber had not completed one year's service.

The amount by which the Govt. contribution together with interest thereon standing to his credit in the fund falls short of two months' pay.

- (b) If the subscriber had completed one year's service but not five years' service.

The amount by which the Government contribution together with interest thereon standing to his credit in the fund falls short of six months' pay.

- (c) If the subscriber had completed 5 years' service or more.

Twelve months' pay."

( Authority Railway Board's letter No. PC-60/RB-8/6 dated 22-9-1960 )

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7. [ Railway Board's letter No. PC-62/RB-7/1 dated 22-5-1962 ]

*Sub : Credit of Government Contribution to P. F. without realisation of subscription from the employees.*

Reference letter No. GMA/Mech/101 Pt. VI dated 19-2-62 from the G. M., C. L.W. on the above subject (Copy enclosed). In the circumstances explained therein, the President is pleased to decide that the condition laid down in rule 1313-R. 1. (Revised Edition 1959) that the contribution from Railway revenues shall be equal to the subscription paid by the subscriber should be relaxed and necessary contribution equal to the difference between the assumed recovery of P.F. subscriptions based on the enhanced rate of pay in the authorised scale and the actual recovery made with reference to the pay in the prescribed scale and dearness pay appropriate to it, may be credited from 1-7-1959 to the P. F. accounts of the retired railway servants in the type of cases referred to in the letter under reference.

*Sub : Credit of Govt. Contribution to P. F. without realisation of subscription from the employee.*

A case has arisen where an employee was drawing a substantive pay of Rs. 168/- as clerk in Gr. Rs. 80—220/- on 1-7-59. He proceeded on L.P.R. with effect from 1-11-58 which expired on 28-2-61 (A.N.). He did not exercise his option either electing or retaining the existing prescribed scale by the last date. Accordingly, he was deemed to have elected the authorised scale of Rs. 130—300 applicable to the post of clerk in Gr. Rs. 130—300 in terms of rule 9(3)(ii) of the Railway Services (Authorised Pay) Rules, 1960, and his pay was fixed at Rs. 224/- p. m. with effect from 1-7-59, i. e., the stage in the authorised scale corresponding to Rs. 168/- in the prescribed scale. As this employee was on leave from a date prior to 1-7-59 and since the rules for regulating leave salary contemplate calculation of the same with reference to the duty pay for the 12 months immediately preceding the month of commencement of leave or the pay drawn by the Railway servant in the permanent post held substantively by him on the date preceding that on which he proceeds on leave, according as the Railway Servant is governed by the State Railway Leave Rules (F. R.) L.L.R. or the Revised State Railway Leave Rules, 1930, and do not permit of the leave salary so calculated being changed during the currency of the leave, no arrear arising out of fixation of pay became due to the employee with the result that the subscription at the enhanced rate could not be recovered from him. Nor was it possible to recover the subscription at the enhanced rate during the period of his L.P.R. as the fixation of his pay was finalised about a month before his retirement.

2. In view of the above, a question has arisen whether in a case of this nature and other cases where fixation of pay has been finalised after retirement of the staff concerned, Govt. contribution to P. F. can be credited to the SRPF account of the subscribers without realisation of the subscription at the enhanced rate, in relaxation of the provision contained in Rule 1313-RI.

3. When half of the D. A. admissible under the prescribed scales was treated as 'Dearness Pay' for certain purposes including SRPF with retrospective effect from 1-4-53, a similar question arose in respect of staff who retired on or after 1-4-53 but before 20-5-53, from whom arrear subscription to SRPF equal to the 'Dearness Pay' could not be realised. It was decided by the Railway Board, vide their letter No. E(S)54DA1(13) of 30-11-54, that Government contribution to the PF should in such cases be credited without realisation of subscription and President's sanction was conveyed to the relaxation of the provision of Rule 1312-RI (1951 edition)/1313-RI (1959 edition.)

4. As the consideration leading to the decision contained in Railway Board's letter of 30-11-54 is more or less applicable to the facts in the type of cases referred to in para 2 above, it is felt that the staff governed by the SRPF rules in whose cases subscription to the SRPF at the enhanced rate could not be recovered due to no arrears being admissible in the authorised scale, may be allowed to have the benefit of Government contribution with reference to the rate of subscription which would have been payable on the basis of the pay fixed in the authorised scale from 1-7-59. In other words, the Government contribution to P. F. equal to the difference between the assumed recovery of P. F. subscriptions based on the enhanced rate of pay in the authorised scale and the actual recovery made with reference to the pay and the D. P. in the prescribed scale may be credited from 1-7-59 without realisation of the same in such type of cases.

5. The F. A. & C. A. O., who was consulted in the matter, has opined as follows :—

"In absence of Board's specific orders, crediting of Government subscription to P. F. without realisation of subscriptions cannot be agreed to".

6. It is requested that Railway Board's approval to the proposal contained in para 4 above may please be communicated at an early date.



8 [ Railway Board's letter No. PC-60/RB-8/6 dated 3-2-1964 ]

Sub:—Amendment to Chapter XV of the Indian Railway Establishment Code, Volume I (Revised Edition, 1959) on the recommendations of the Pay Commission.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Chapter XV of the Indian Railway Establishment Code, Volume I, (Revised Edition, 1959) be amended as in the copy of the advance correction Slips No. 168-RI and 169-RI enclosed. These will have effect from 1st November, 1959.

**Advance Correction Slips to Indian Railway Establishment Code Volume I  
( Revised Edition, 1959 ).**

No. 168-RI

**Rule 1506-RI**

Insert a full stop at the end of the first line and delete the second line reading " or to non-gazetted railway servants joining service after 40 years of age."

( Authority Railway Board's letter No. PC60/RB-8/6 dated 3-2-1964 ).

No. 169-RI

**Rule 1508-RI**

Substitute the following for this rule.—

" If a railway servants dies in service, his widow or widows and/or dependent children shall be granted gratuity under rule 1503(b) as if he had on that day been permanently incapacitated as follows:—

- (a) After completion of one year's service but before — One month's pay, completion of three years' service.
- (b) After completion of three years' service but before — Three months pay, completion of five years' service.
- (c) After completion of five years' service. — Half a month's pay for each completed year of service subject to a minimum of twelve month's pay.

If he dies after discharge or retirement before receiving gratuity under rule 1503, the amount admissible will be payable to his widow or widows and/or dependent children, If a female railway servant dies before receiving gratuity, the amount admissible may be paid to her dependent children whether their father is earning or not."

( Authority Railway Board's letter No. PC60/RB-8/6 dated 3-2-1964 ).

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9 [Railway Board's letter No. F(P)61/PF-1/27 dated 10-3-1964 ]

Sub: Correction to the Indian Railway Establishment Code, Volume, I.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rules 1302 and 1314 of the Indian Railway Establishment Code, Volum, I be amended as in the Advance Correction Slips No.s 172-RI and 173-RI, sent herewith.

*Advance Correction Slip No. 172-RI.*

*Rule 1302(8)-RI.*

Substitut the following for the existing rule (without changing the provisos and decisions thereunder):—

“(8) ‘Pay’ for the purpose of special contribution admissible to a railway servant under Rule 1314 means the following:—

- (i) if he has not held during the one year immediately preceding the date of quitting service any post higher than the permanent post on which he holds a lien or would hold a lien had it not been suspended, the monthly pay of the following nature admissible to him on the date of quitting service viz., the date of compulsory retirement or the date of demitting service if earlier, or the date of expiry of the extension of service where such extension has been specifically granted to him, as the case may be.

- (a) Substantive pay;
- (b) personal pay;
- (c) overseas pay;
- (d) special pay, when forming part of the scale of the pay of the post; and.
- (e) dearness pay;

Provided that for the purpose of this clause, where a railway servant has held, on the date of quitting service, a post higher than his substantive post continuously for three years or more (including any periods of leave, suspension, foreign service or duty in still higher post (s) during which it can be certified that he would have held that post but for such leave etc.), he shall be treated as though he held in substantive capacity a permanent post on a time-scale identical with that of the higher post.

- (ii) If he has held at any time during the one year immediately preceding the date of quitting service some post (s) higher than the post held substantively by him on that date (including a post treated as having been held in a substantive capacity under the proviso to (i) above), the pay as in (i) above, increased by one-half of the excess, if any, of the monthly average of the total pay, dearness pay, personal pay, special pay and overseas pay admissible in the post or posts actually held (or which would have been held but for being on leave, foreign service or suspension) during that one year, over the pay as in (i) above.

*Note.*—The officiating pay drawn by a Railway servant while on deputation to other departments of the Central Government or to a State Government should be taken into account for the above purpose.

( Authority Railway Board's letter No. F. (P)61-PF-12/7 dated 10-3-1964 ).

*Advance Correction Slip No. 173-RI.*

*Rule 1314-RI.*

Substitute the word ‘ Deleted ’ for the Government of India's decisions appearing under this rule.

( Authority Railway Board's letter No. F(P) 61-PF-1/27 dated 10-3-1964 ).

## XIX. RETIREMENT BENEFIT (PENSION).

### 1. [ Railway Board's letter No. PC-60/RB-8/1 dated 31-8-60. ]

*Sub: Survivorship benefits payable in respect of a permanent pensionable Railway servant who dies while in service before completion of 5 years' qualifying service.*

Under the Liberalised Pension Rules, promulgated in Railway Board's letter No. E48-CPC/208 dated 8th July 1950, (now known as Railway Pension Rules, 1950), the family of a permanent pensionable Railway servant who dies while in service, after completing 5 years' qualifying service, is eligible for a death-cum-retirement gratuity which is subject to a minimum of 12 times the emoluments of the Railway servant at the time of death. On the recommendation of the Pay Commission, the President has been pleased to direct in exercise of the powers conferred by the proviso to article 309 of the Constitution, that the family of a permanent pensionable Railway servant who dies on or after 1st November, 1959, while in service, before completing 5 years' qualifying service, may be granted a gratuity equal to 6 times the emoluments of the Railway servant at the time of his death except in cases in which death occurs in the first year of service when the gratuity admissible will be equal to two months' emoluments.

### 2. [Railway Board's letter No. PC-60/RB-8/1 dated 31-10-60].

*Subject: Grant of terminal /survivorship benefits for temporary pensionable service.*

Under the existing orders no terminal/ survivorship benefits are admissible to temporary pensionable railway servants (except workshop and shed staff who are treated as confirmed for retirement benefits on completion of 3 years' continuous service) who quit service without being confirmed.

2. On the recommendations of the Pay Commission, the President has been pleased to direct, in exercise of the powers conferred by proviso to article 309 of the Constitution, that pensionable Railway Servant (other than a workshop or shed employee who has completed 3 years' continuous service) who quits service on or after 1st November 1959 without being confirmed, may be granted a terminal gratuity if he quits service on account of—

(a) retirement on superannuation or permanent incapacity due to bodily or mental infirmity, or

(b) discharge from service arising directly or indirectly from a reduction of establishment,

and the family of such a railway servant may be granted a death gratuity if he dies/while in service, on the following scale :—

*Completed years of service  
at the time of quitting  
service.*

*Terminal Gratuity.*

*Death Gratuity.*

One year or more but less  
than 3 years.

NIL

1 month's pay.

3 years or more but less than  
5 years.

Half a month's pay for each com-  
pleted year of service in excess  
of 3 years' service.

3 months' pay.

5 years or more.

One month pay for the first 3  
completed years service plus  
half a month's pay for each  
subsequent completed year's  
service.

Equal to terminal gratuity  
as in the previous column  
subject to a minimum  
of 4 month's pay.

Provided that (1) the grant of the terminal/death gratuity shall be subject to the provision of the rule 2534 (CSR-470)—R.II, and (2) the retrenchment compensation, if any, payable under the Industrial Disputes Act, 1947, will be offset against the terminal/death gratuity payable under these orders.

3. For the purpose of these orders :—

- (i) Service shall mean "service" as defined in rule 1502(6)—R-I except that it shall not include periods of service as paid apprentice, and
- (ii) "Pay" shall mean "average pay" as defined in rule 2003(2)—R-II, provided that in respect of a railway servant entitled to running allowances, pay shall also include the monthly average running allowance drawn by the railway servant during 365 days of running duty immediately preceding the date of quitting service limited to 75% of average pay for the same period.

4. The rules and orders applicable to death-cum-retirement gratuity admissible to permanent pensionable railway servant shall apply *mutatis mutandis* to the terminal/death gratuity admissible under these orders to temporary pensionable employees except as otherwise specifically provided for.

5. It should be noted that the terminal/death gratuity will not be admissible in the following circumstances :—

- (a) To a probationer or other railway servant discharged for failure to pass the prescribed test or other examination.
- (b) In a case where the Railway Servant concerned resigns his post or is removed/dismissed from railway service.
- (c) To employees re-employed under the terms of re-employment applicable to retired employees.

3. [ Railway Board's letter No. PC-60/RB-3/7 dated 1-9-1960. ]

Subject : Further liberalisation of Railway Pension Rules.

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following further amendments to the Government of India, Ministry of Railways (Railway Board) Memorandum No. E48CPC/208 dated the 8th July, 1950, namely :—

Section I — Pension.

1. For sub-paragraph(1) of paragraph 2 the following shall be substituted, namely:—

- "1. The amount of superannuation, invalid and compensation gratuity and the pension will be the appropriate amount set out in Annexure 'A' in respect of persons who retired on or before the 31st October, 1959 and Annexure 'B' in respect of persons who retire on or after the 1st November, 1959.

Section II—Death-cum-retirement Gratuity.

2. The existing sub-paragraph (3) of paragraph 3 shall be renumbered as sub-paragraph 3 (i) and after sub-paragraph 3(i) as so renumbered the following be inserted, namely :—

- "(3) (ii). Notwithstanding anything contained in sub-paragraph (3) (i) in respect of officers retiring on or after the 1st November, 1959, the amount of gratuity will be one-fourth of the 'emoluments' of an officer for each completed six monthly period of qualifying service subject to a maximum of 15 times the "emoluments". In the event of death of an officer while in service, the gratuity will be subject to a minimum of 12 times the 'emoluments' of the officer at the time of his death, provided that in no case it shall exceed Rs. 24,000."

### Section IV—Qualifying Service.

3. The existing paragraph 7 shall be renumbered as sub-paragraph (I) of that paragraph and after that sub-paragraph the following shall be inserted, namely :—

“(2). Notwithstanding anything contained in sub-paragraph (I), in respect of officers retiring on or after the 1st November, 1959, continuous temporary or officiating service under the Government of India, followed without interruption by confirmation in the same or any other post, shall count in full as qualifying service except :—

- (i) Periods of temporary or officiating service in a non-pensionable establishment ;
- (ii) Periods of service in a work-charged establishment ; and
- (iii) Periods of service in a post paid from contingencies.

### Annexure.

- 4 The existing Annexure shall be described as Annexure 'A' and the following shall be added as Annexure 'B' :—

Complete six monthly periods of qualifying service.	Scale of gratuity or pension.					Maximum pension (in Rs. per annum).
1	2					3
	(A) Gratuity.					
1	$\frac{1}{2}$	month's emoluments	..	..	..	..
2	1	..	..	..	..	..
3	$1\frac{1}{2}$	..	..	..	..	..
4	2	..	..	..	..	..
5	$2\frac{1}{2}$	..	..	..	..	..
6	3	..	..	..	..	..
7	$3\frac{1}{2}$	..	..	..	..	..
8	4	..	..	..	..	..
9	$4\frac{1}{2}$	..	..	..	..	..
10	$4\frac{3}{4}$	..	..	..	..	..
11	$5\frac{1}{2}$	..	..	..	..	..
12	$5\frac{3}{4}$	..	..	..	..	..
13	$5\frac{7}{8}$	..	..	..	..	..
14	$6\frac{1}{2}$	..	..	..	..	..
15	$6\frac{3}{4}$	..	..	..	..	..
16	7	..	..	..	..	..
17	$7\frac{3}{8}$	..	..	..	..	..
18	$7\frac{1}{2}$	..	..	..	..	..
19	$8\frac{1}{8}$	..	..	..	..	..

Completed six monthly periods of qualifying service.	Scale of gratuity or pension.						Maximum pension (in Rs. per annum).
1	2						3
	(B) Pension.						Rs.
20	10/80ths of average emoluments	..	..	..	..	..	2,700
21	10½/80ths	..	..	..	..	..	2,835
22	11/80ths	..	..	..	..	..	2,970
23	11½/80ths	..	..	..	..	..	3,105
24	12/80ths	..	..	..	..	..	3,240
25	12½/80ths	..	..	..	..	..	3,375
26	13/80ths	..	..	..	..	..	3,510
27	13½/80ths	..	..	..	..	..	3,645
28	14/80ths	..	..	..	..	..	3,780
29	14½/80ths	..	..	..	..	..	3,915
30	15/80ths	..	..	..	..	..	4,050
31	15½/80ths	..	..	..	..	..	4,185
32	16/80ths	..	..	..	..	..	4,320
33	16½/80ths	..	..	..	..	..	4,455
34	17/80ths	..	..	..	..	..	4,590
35	17½/80ths	..	..	..	..	..	4,725
36	18/80ths	..	..	..	..	..	4,860
37	18½/80ths	..	..	..	..	..	4,995
38	19/80ths	..	..	..	..	..	5,130
39	19½/80ths	..	..	..	..	..	5,265
40	20/80ths	..	..	..	..	..	5,400
41	20½/80ths	..	..	..	..	..	5,535
42	21/80ths	..	..	..	..	..	5,670
43	21½/80ths	..	..	..	..	..	5,805
44	22/80ths	..	..	..	..	..	5,940
45	22½/80ths	..	..	..	..	..	6,075
46	23/80ths	..	..	..	..	..	6,210
47	23½/80ths	..	..	..	..	..	6,345
48	24/80ths	..	..	..	..	..	6,480
49	24½/80ths	..	..	..	..	..	6,615
50	25/80ths	..	..	..	..	..	6,750
51	25½/80ths	..	..	..	..	..	6,885
52	26/80ths	..	..	..	..	..	7,020
53	26½/80ths	..	..	..	..	..	7,155
54	27/80ths	..	..	..	..	..	7,290
55	27½/80ths	..	..	..	..	..	7,425
56	28/80ths	..	..	..	..	..	7,560
57	28½/80ths	..	..	..	..	..	7,695
58	29/80ths	..	..	..	..	..	7,830
59	29½/80ths	..	..	..	..	..	7,965
60	30/80ths	..	..	..	..	..	8,100

4. [Railway Board's letter No. PC-60/RB-3/7 dated 1-11-60].

Sub: Pay Commission's (1957-59) Recommendations—Amendments to Railway Pension Rules.

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President is pleased to direct that the Indian Railway Establishment Code, Volume II, be amended as in the advance copies of the correction slips No. 27-RII to 35-RII enclosed.

**ADVANCE CORRECTION SLIPS TO THE INDIAN RAILWAY  
ESTABLISHMENT CODE, VOLUME, II.**

**No. 27-RII**

**Rule 2406 (CSR 368)—RII.**

Add the following *provision* to this rule.

"provided that in the case of an officer retiring from service on or after the 1st November, 1959, if he was holding a substantive office on a permanent Establishment on the date of his retirement, temporary or officiating service under the Government of India, followed without interruption by confirmation in the same or another post, shall count in full as qualifying service except in respect of—

- (i) periods of temporary or officiating service in non-pensionable establishments ;
- (ii) periods of service in work-charged establishment ; and
- (iii) periods of service paid from contingencies."

(Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-1960).

**No. 28-RII.**

**Rule 2408 (CSR 370)-RII.**

Insert the following note at the end of this Rule.

"Note.—The provisions of this rule shall not apply to officers retiring from service on or after the 1st November, 1959."

(Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-60).

**No. 29-RII.**

**Rule 2409 (CSR 731)—RII.**

Insert the following note at the end of this Rule.

"Note.—The provisions of this rule shall not apply to officers retiring from service on or after the 1st November, 1959".

(Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-1960).

**No. 30—RII.**

**Rule 2425 (CSR 408) RII.**

Renumber the existing rule as sub rule (1) and after sub-rule (1) as so numbered insert the following sub-rule :—

"(2) Notwithstanding anything contained in sub-rule (1), in respect of officers retiring from service on or after the 1st November, 1959, time passed on leave with allowances counts as service as follows :—

If the total service of the officer is :—	He counts as service period of leave not exceeding—
---	---

(i) 15 years and above but less than 30 years.	1 year.
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(ii) 30 years and above .. ..	2 years."
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(Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-1960).

**No. 31-RII.**

**Rule 2531 (CSR 468)-RII.**

Add the following *provision* to this rule.

"provided that in respect of officers retiring from service on or after the 1st November, 1959, fractions of a year equal to six months and above shall be treated as a completed six monthly period for the purpose of calculation of any pension admissible to such an officer."

( Authority Railway Board's letter No. PC-60/RB-3/7, dated 1-11-60. )

**Rule 2538 (CSR 474)—RII.**

Re-number the existing rule as sub-rule (1) of this rule and after sub-rule (1) as so numbered, insert the following sub-rule:—

“(2) Notwithstanding anything contained in sub-rule (1), in respect of officers retiring from service on or after the 1st November, 1959, the amount of pension shall be regulated as follows:—

- (a) after a service of less than ten years, a gratuity not exceeding (except in special cases, and under the orders of the Railway Board, upto a maximum of 12 months' emoluments) one-half month's emoluments for each completed six-monthly period of service. If the emoluments of the officer have been reduced during the last three years of service otherwise than as a penalty, average emoluments may, at the discretion of the authority which has power to sanction the gratuity, be substituted for emoluments;
- (b) after a service of not less than ten years a pension not exceeding the following amounts:—

Completed six monthly period of qualifying services.	Scale of Pension.	Monetary limit of Pension.	
1	2	3	
		Rs.	Rs.
20	10 sixtieths of average emoluments	2000 a year or	166-2/3 a month.
21	10½ “ “ “ “	2100 “	175 “
22	11 “ “ “ “	2200 “	183-1/3 “
23	11½ “ “ “ “	2300 “	191-2/3 “
24	12 “ “ “ “	2400 “	200 “
25	12½ “ “ “ “	2500 “	208-1/3 “
26	13 “ “ “ “	2600 “	216-2/3 “
27	13½ “ “ “ “	2700 “	225 “
28	14 “ “ “ “	2800 “	233-1/3 “
29	14½ “ “ “ “	2900 “	241-2/3 “
30	15 “ “ “ “	3000 “	250 “
31	15½ “ “ “ “	3100 “	258-1/3 “
32	16 “ “ “ “	3200 “	266-2/3 “
33	16½ “ “ “ “	3300 “	275 “
34	17 “ “ “ “	3400 “	283-1/3 “
35	17½ “ “ “ “	3500 “	291-2/3 “
36	18 “ “ “ “	3600 “	300 “
37	18½ “ “ “ “	3700 “	308-1/3 “
38	19 “ “ “ “	3800 “	316-2/3 “
39	19½ “ “ “ “	3900 “	325 “
40	20 “ “ “ “	4000 “	333-1/3 “
41	20½ “ “ “ “	4100 “	341-2/3 “
42	21 “ “ “ “	4200 “	350 “
43	21½ “ “ “ “	4300 “	358-1/3 “
44	22 “ “ “ “	4400 “	366-2/3 “
45	22½ “ “ “ “	4500 “	375 “
46	23 “ “ “ “	4600 “	383-1/3 “
47	23½ “ “ “ “	4700 “	391-2/3 “
48	24 “ “ “ “	4800 “	400 “
49	24½ “ “ “ “	4900 “	408-1/3 “
50 and above	30 “ “ “ “	5000 “	416-2/3 “

( Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-1960).



Rule 2544A (CSR 486A)—R-II.

Insert the following as a new rule after the existing Rule 2544(CSR 486A)—R-II :—

" 2544A(CSR 486A)—In respect of officers retiring from service on or after the 1st November, 1959, the term 'emoluments' means the emoluments which the officer was receiving immediately before his retirement and includes—

- (a) Substantive pay in respect of a permanent post, other than a tenure post held in a substantive capacity ;
- (b) Personal allowance which is granted in lieu of loss of substantive pay in respect of a permanent post, other than a tenure post ;
- (c) Special pay attached to a permanent post, when the special pay has been sanctioned permanently and the post is held in a substantive capacity.
- (d) (1) *For the purpose of overage emoluments—one half of—*
  - (i) the difference between the substantive pay and the pay actually drawn in higher officiating or temporary appointments ;
  - (ii) special pay other than that referred to in clause (c) above ;
  - (iii) pay drawn in temporary or officiating appointments ;
  - (iv) personal allowance other than that referred to in clause (b) above ;
  - (v) the difference between the substantive pay and the pay actually drawn in higher tenure appointment (s), whether held in substantive or officiating capacity, provided that service in the tenure appointment(s) does not qualify for the grant of a special additional pension.
- (d) (2) *For the purpose of emoluments for (ordinary) gratuity and/or death-cum-retirement gratuity :—*The difference between the average emoluments in respect of items (a) to (c) above calculated upon the last one year of service and the average emoluments in respect of items (a) to (d) (1) above calculated upon the same period.
- (e) (1) *For the purpose of colculation of overage emoluments:—*The actual amount of the running allowance drawn during the month limited to a maximum of 75% of other emoluments reckoned in terms of (a) to (c) and (d) (1) above.
- (e) (2) *For the purpose of emoluments for (ordinary) gratuity/Death -cum-retirement grotuity :—*The monthly average of running allowance drawn during the 365 days of running duty immediately preceding the date of quitting service limited to 75% of the monthly average of other emoluments reckoned in tems of (a) to (c) and (d) (2) above drawn during the same period.

**'Note 1.**—If immediately before his retirement or death, an officer has been absent from duty on leave with allowances, his emoluments for the purpose of calculating ordinary gratuity and/or death-cum-retirement gratuity should be taken at what they would have been had he not been absent from duty.

Provided that the amount of gratuity is not increased on account of increase in pay not actually drawn and that benefit of higher officiating or temporary pay is given only if it is certified that he would have continued to hold the higher officiating or temporary appointment but for his proceeding on leave.

*Note 2.*—in cases where a temporary officer who quits service after completing three years service is appointed substantively to a permanent post any time during the last three years of his service, the emoluments drawn by him after completion of three years service during the period he was not holding a permanent post shall be treated as if drawn in a permanent post held in substantive capacity."

( Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-60 ).

**No. 34R-II.**

**Rule 2545 (CSR487)-R-II.**—Number the existing Note below clause (1) as Note (1) and add the following as Note (2) :—

" *Note 2.*—The proviso (b) to clause (1), and Note (1) above are not applicable to officers who retire on or after the 1st November, 1959."

( Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-61 ).

**No. 35R-II.**

**Rule 2545 B(CSR487 B)R-II.**—Substitute the words and figures " 31st October, 1959 " or the words and figures " 31st December, 1962 " wherever they occur in this Rule.

( Authority Railway Board's letter No. PC-60/RB-3/7 dated 1-11-60 ).

5. [ Railway Board's letter No. PC-60/RB-3/7 dated 1-11-60 ]

*Sub : Applicability of changes made in pension rules on the recommendations of the Pay Commission (1957-59) to Railway Servants who quit service on or after 1st November, 1959 but before 1st November, 1960.*

The Government of India's decisions on the Pay Commission's recommendations regarding pensionary benefits were detailed in items 14 to 18 of Annexure ' B ' to Railway Board's letter No. PC-59/PS-9B/1 dated 21-12-59. On further consideration, the government have agreed to liberalise the decision mentioned in item 18 in some respects. The revised decision of the Government as contained in the statement laid on the table of the Lok Sabha by the Minister for Finance on 2nd August, 1960 is as follows :—

" ..... The decisions on the recommendations relating to pension ..... were announced on the 30th November, 1959. On further consideration, the Government have agreed to liberalise those orders by accepting the Commission's recommendation that special pay should also count for pension in full if the post to which it was attached was held in a substantive capacity and to the extent of half in all other cases. In the interests of simplification of the pension and expediting sanctions for pension, Government have not found it possible for administrative reasons to accept the recommendation of the Commission for counting officiating, special and personal pay in full in certain special cases where it so counted in the past but will not so count in future under the revised rules. They have, however, decided to consider sympathetically individual cases of hardship arising out of this decision."

2. Orders giving effect to the decisions of the government referred to above have been issued in Railway Board's letter Nos. PC-60/RB-3/7 dated 1-9-60 and 1-11-60. The amendment of the rules referred to therein will take effect from 1st November, 1959. The President has, however, been pleased to direct that in the case of Railway servants who retire on or after 1st November, 1959 but before 1st November, 1960 both qualifying service and average emoluments for pensionary benefits may be reckoned either according to relevant pension rules as they stood on 31st October, 1959, or under the provisions of the rules as now amended under the Board's letters referred to above, whichever is more favourable to them. .

6. [ Railway Board's letter No. PC-60/RB-3/7 dated 2-12-60 ].

*Sub : Further liberalization of Railway Pension Rules.*

In exercise of the powers conferred by the *proviso* to article 309 of the Constitution, the President hereby makes the following further amendments in the Government of India, Ministry of Railways (Railway Board) Memorandum No. E48CPC/208 dated the 8th July, 1950 as amended by Railway Board's letter No. PC-60/RB-3/7 dated 1st September, 1960 namely:—

*Section II—Death-cum-retirement gratuity—*

For sub paragraph 3 (ii) of paragraph 3 as inserted by Board's letter No. PC-60/RB-3/7 dated 1-9-60, the following shall be substituted, namely :—

“ 3(ii) Notwithstanding anything contained in sub-paragraph 3(i), in respect of officers retiring on or after 1st November, 1959 the amount of gratuity will be one-fourth of the ‘emoluments’ of the officer for each completed six monthly period of qualifying service subject to a maximum of 15 times the ‘emoluments.’ In the event of death of an officer while in service, the gratuity will be subject to a minimum of 12 times the ‘emoluments’ of the officer at the time of his death.

*Provided that in no case shall it exceed Rs. 24,000.”*

2. The following note shall be inserted below sub-paragraph (5) of paragraph 3, namely :—

*Note.*—In respect of officers retiring on or after 1st November, 1959 the “ emoluments ” will be reckoned in accordance with rule 2544A(CSR486A)-R-II.

7. [Railway Board's letter No. PC-60/RB-3/3 dated 25-10-60]

*Sub : (i) Counting of previous service of scientific employees of semi-Government institutions appointed to pensionable Railway service ;*

*(ii) Contribution towards cost of pensionary benefits in respect of Railway servants lent to universities.*

The Government have carefully considered the recommendations of the Pay Commission (i) for counting towards pension of service rendered by scientific employees of semi-Government institutions, financed from cess or Government grants, on their appointment to a pensionable Railway service, and (ii) the rate of contribution payable by universities towards cost of pensionary benefits when they borrow services of Railway servants who are scientists and technologists. In exercise of the powers conferred by *proviso* to article 309 of the Constitution the President has now been pleased to direct that :—

(i) A scientific employee of a semi-Government institution which is financed from cess or Government grants who was on a contributory Provident Fund basis in such an institution may, on permanent appointment without any interruption to a pensionable Railway service, count his previous service in that institution during which he subscribed to that Fund as service qualifying for pension provided that the contribution together with interest thereon paid by the institution is made over to the Government. The service during which he did not subscribe to the Contributory Provident Fund will not be so reckoned unless the previous employer agrees to bear proportionate charges on account of pensionary benefits for the service so rendered. If, however, the officer was not on a Contributory Provident Fund basis in such an institution, his previous service will be reckoned as qualifying for pension if the previous employer agrees to bear proportionate charges on account of pensionary benefits.

(ii) If the services of Railway servant who is a scientist or a technologist are lent to a university, the rate at which the university shall be required to contribute towards the cost of his pensionary benefits will be restricted to the rate at which it contributes to the Provident Fund of its employees.

2. These orders will take effect from 1st April, 1960 and past cases of transfers, if any, will be regulated in accordance with the orders already in force.

*Sub : Special additions to qualifying service for pension.*

On the recommendation of the Pay Commission, the President is pleased to direct, in exercise of the powers conferred by the Proviso to article 309 of the Constitution, that a new rule as in the enclosed advance Correction Slip No. 42-RII be introduced in the Indian Railway Establishment Code, Volume II.

Advance Correction Slip to the Indian Railway Establishment Code Volume II.

No. 42-RII.

Insert the following as Rule 2423—A (CSR—404—B) after Rule 2423. (CSR 404-A)R-II :—

“2423-A (CSR-404-B).—An officer appointed to a service or post on or after 1st April, 1960 may add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one fourth of the length of his service or the actual period by which his age at the time of recruitment exceeds twenty-five years or a period of five years, whichever is the least, if the service or past is one,

- (a) for which post-graduate research or specialist qualification, or experience in scientific, technological or professional fields, is essential, and
- (b) to which candidates of more than twenty-five years of age are normally recruited.

Provided that this concession shall not be admissible to any such officer unless his actual qualifying service at the time he quits Government service is not less than ten years ;

Provided further that any such officer who is recruited at the age of thirty-five years or more may, within a period of three months from the date of his appointment, elect to forego his rights to pension whereupon he shall be eligible to subscribe to the State Railway Provident Fund as a non-pensionable employee.

Note.—(1) The option once exercised shall be final.

- (2) The decision to grant the concession under this rule shall be taken by the Railway Board at the time of recruitment in consultation with the UNION PUBLIC SERVICE COMMISSION.”

(Authority Railway Board's letter No. PC-60/RB-3/3 dated 30-11-1960)

9 [Railway Board's letter No. PC-60/RB-3/3 dated 23-12-60.]

*Sub : Counting of previous service of scientific employees of semi-Government institutions appointed to pensionable Railway Service.*

Reference Railway Board's letter of even number dated 25-10-1960. The orders contained in para 2 thereof may operate harshly against officers who were transferred from semi-Government Institutions to a pensionable Railway Service prior to 1st April, 1960. On reconsideration therefore, the President has been pleased to direct that the concession sanctioned in paragraph 1(i) of the aforesaid letter should be extended to all such officers who were in Railway Service on 1st April, 1960, provided that —

- (i) the officers who have already drawn the contributory Provident Fund benefits in respect of their service under the semi-government institutions refund, either in lump sum or in monthly instalments not exceeding twelve in number, the institutions' share of contribution together with interest thereon from the date of withdrawal to the date of final payment. The title to count past service for pension will not arise until the amount refundable and interest thereon have been refunded in full.
- (ii) If no such benefit has been received, the previous employer agrees to bear the proportionate pensionary liability,

10. [Railway Board's letter No. PC-60/RB-2/2 dated 17-9-60]

*Re : Option to elect retirement benefits under the Provident Fund rules or the Pension Rules.*

Under the revised pay structure introduced from 1st July 1959, the bulk or whole of the dearness allowance previously payable has been absorbed into pay. A number of changes are also being made in the rules regarding retirement benefits.

2. In view of the foregoing, the President has been pleased to direct, in exercise of the powers conferred by the proviso to article 309 of the constitution, that all railway servants who were in non-pensionable service on 15th November, 1957 prior to the introduction of the Pension Scheme on the Railways and who were still in service (including L. P. R.) on 1st July, 1959 may be granted an option to have their retirement benefits regulated by the State Railway Provident Fund Rules or the Railway Pension Rules. Every eligible railway servant shall have the option to change over from provident fund benefits to pensionary benefits or *vice versa*, and he may exercise the option even if he had already exercised an option (or re-option) in terms of Railway Board's letter No. F(E)50 RT1/6 dated 16-11-1957 as amended/clarified from time to time. The option need, however, be exercised only by those who desire a change from provident fund benefits to pensionary benefits or *vice versa*; a railway servant who does not exercise the option will continue to be eligible for the provident fund benefits or pensionary benefits, as the case may be or which he is already eligible.

3. The option shall be exercised in writing in the prescribed form given in the annexure to this letter on or before 15-12-60 and must be unconditional and unambiguous. Option once exercised shall be final and binding.

4. The option will be subject to the following special conditions :

(a) *Where the railway servant opts for pensionary benefits.*

- (i) If the whole or part of the government contribution together with interest thereon and/or special contribution to the railway servant's provident fund account has already been paid, the excess of the amount paid over the gratuity due under the pension rules shall be refunded to the government. To enable him to do so, the railway servant shall be advised, not later than a month from the date of the receipt of the declaration regarding option, of the amount that he should refund, the amount refundable being calculated after the most careful summary investigation that can be made without delay. The option for pensionary benefits will become valid only if the railway servant refunds the above mentioned amount within one month from the date of such advice. If upon completion of regular investigation it is found that the amount refundable by the railway servant was more or less than what he was advised to refund, the difference shall be adjusted at the time of the first payment of pension.
- (ii) On a valid option being exercised, the government contribution together with interest thereon and special contribution where it has been sanctioned, standing to the credit of the railway servant in his account in the State Railway Provident fund shall be surrendered and credited to the Consolidated Fund of India, and the account shall be converted into a non-contributory account from the date it was opened. The railway servant shall continue to subscribe to his non-contributory account in the Fund in accordance with the provisions of State Railway Provident Fund rules as applicable to pensionable railway servants.
- (iii) For the purpose of grant of pensionary benefits, the service of the railway servant shall be deemed to have been in a pensionable establishment from its commencement irrespective of whether he had subscribed to the State Railway Provident fund throughout that period or not.

(iv) The question whether the additional death-cum-retirement gratuity payable to railway servants in Class IV service who quit service on completion of 30 years' qualifying service, in terms of para 3 of Railway Board's letter No. F(E)/50-RT. 1/6 dated 16th November, 1957 as amended/clarified from time to time, should continue to be granted is under consideration in the light of the circumstances mentioned in para. I above. The option once exercised shall, however, be final and irrevocable irrespective of the decision taken on that issue.

(b) Where the railway servant opts for provident fund benefits.

(i) If the payment of pensionary benefits has already commenced, further payment shall be stopped.

(ii) On receipt of the declaration regarding option, the provident fund account of the railway servant shall be reconstructed as if he had never opted for pensionary benefits in terms of Railway Board's letter No. F(E)/50-RT. 1/6 dated 16th November, 1957 as amended/clarified from time to time. The excess of the government contribution together with interest thereon—for not more than six months from the date of quitting service—and special contribution over the amount of pensionary benefits, if any, already received by the railway servant shall then be paid to him.

5. The Railway Board desire that care should be taken to see that railway servants who have already quitted service or are on leave, deputation or under suspension are granted opportunity to exercise their option in sufficient time. Each such person should be addressed to exercise his option by the due date if he so desires.

6. The payment of retirement benefits of railway servants who have already quitted service on or after 1st July, 1959 should be arranged as early as possible on the basis of their options. Where the amounts payable are adjusted against the amounts already paid or vice versa, in terms of para 4(a)(i) or 4(b)(ii), care should be taken to obtain receipts for the amount payable and not the amount actually paid after the adjustment.

#### OPTION FOR RETIREMENT BENEFITS.

Having fully understood the comparative advantages and disadvantages of pensionary benefits and provident fund benefits as applicable in my case :—

\*(1) I opt for Railway Pension Rules on the terms and conditions laid down in Railway Board's letter No. PC-60/RB-2/2 dated 17-9-60.

\*(2) I opt for State Railway Provident Fund Rules.

Witness :—

Signature ..... Signature.....

Name in full..... Name in full.....  
(In BLOCK letters) (In BLOCK letters)

Father's name..... Father's name.....

Designation ..... Designation .....

Office ..... Office .....

\*Strike out whichever is not applicable.

## CERTIFICATE

(Applicable only in the case of Railway servants in class IV service and illiterate employees and to be signed by a supervisor in a scale of pay the maximum of which is not less than Rs. 185 (in prescribed scale/Rs. 240 in authorized scale per month).

The rules were explained to Shri.....in my presence.

Signature .....

Name .....

Designation of }  
the Supervisor }

## ACKNOWLEDGEMENT

Received from Shri.....Designation.....

Office....., an option dated.....

\* (1) for the pensionary benefits

\* (2) for the provident fund benefits

Signature .....

Designation .....

Office .....

\*Strike out whichever is not applicable.

11. [Railway Board's letter No. PC-60/RB-3/4 dated 19-5-61]

Sub. Additional death-cum-retirement gratuity to pensionable railway servants in Class IV service.

Reference is invited to para 4(a)(iv) of Board's letter No. PC-60/RB-2/2 dated 17-9-1960, in which it was stated that the question whether the additional death-cum-retirement gratuity payable to Railway servants in Class IV service who quit service on completion of 30 years qualifying service, in terms of para 3 of Railway Board's letter No. F(E)50RT/1/6 dated 16-11-57, as amended/clarified from time to time should continue to be granted is under consideration.

A question has now been raised whether the Class IV Railway servants who quit service before a decision on the above-mentioned question is taken should or should not be paid the additional gratuity.

The intention is that any change which may have to be introduced in this connection should take effect from 1-11-1959 i. e. the date from which other changes made in the pension rules on the recommendation of the Pay Commission have been introduced. The additional gratuity should, therefore, be granted in the case of those Class IV Railway servants who quit service upto 31-10-1959. As regards those who quit service on or after 1-11-1959 the Railway Board have decided, with the approval of the President, that, pending a decision on the above-mentioned question, the pensionary benefits of such Railway servants should be reckoned in accordance with either of the following, whichever is more favourable to them :—

- (i) the relevant Pension Rules as they stood on 31-10-1959; or
- (ii) as they stand modified with effect from 1-11-1959 (and if the provision of grant of additional gratuity did not exist therein).

No recoveries need, however, be made if the additional gratuity has already been paid in any such case prior to the issue of these orders.

(This also disposes of General Manager, Eastern Railway's letter No. E787/O/PEN dated 22-2-1961, General Manager, Southern Railway's letter No. P(R)500/P/V dated 27-2-61 General Manager, Central Railway's letter No. 23065-R/IX dated 6-3-1961 and General Manager, Western Railway's letter No. E789/5/6/9 dated 6-5-1961).

**12. [ Railway Board's letter No. PC-60/RB-3/4 dated 4-9-61 & 27-9-61 ]**

**Sub : Additional death-cum-retirement gratuity to pensionable railway servant in Class IV service.**

Reference Railway Board's letter of even number dated 19-5-1961 on the above subject. The Railway Board have decided that the orders contained in para 3 of Railway Board's letter No. F(E)50RT1/6 dated 16-11-1957 as amended/clarified from time to time regarding additional death-cum-retirement gratuity granted to Class IV pensionable railway servants who quit service as Class IV employees after completing 30 years of qualifying service, at the rate of Rs. 200 per qualifying year of service beyond 30 years, subject to a maximum of Rs. 1000/- should be treated as cancelled w. e. f. 1-11-1959. No recoveries need however be made from railway servants who retired on or after 1-11-59 but before the issue of these orders where additional gratuity has been paid in accordance with Board's letter of even number dated 19-5-1961.

2. It has been laid down in para 4(a)(iv) of the Board's letter No. PC-60/RB-2/2 dated 17-9-1960, that the option once exercised shall be final and irrevocable irrespective of the decision taken on the above issue. In relaxation of these orders, the Board have decided that all class IV railway servants who have exercised their option, in terms of the orders contained in their letter dated 17-9-1960 and subsequent orders extending the last date of option, either in favour of Provident Fund rules or the Pension rules, should now be given another option to change over to the P. F. rules or the pension rules as they may desire within two months from the date of issue of this letter.

3. The above orders have the sanction of the President.

**13. [ Railway Board's letter No. PC-60/RB-3/4 dated 27-2-1962 ]**

**Sub : Payment of additional D. C. R. Gratuity to Class IV staff.**

Reference letter No. PN/60/1403/7/713 dated 1-2-1962 from the G. M., N.E. Rly. on the above subject (copy enclosed). It is confirmed that additional D. C. R. Gratuity paid in accordance with the previous orders before the issue of Board's letter of even number dated 4-9-1961 need not be recovered even if the quantum of pension and D.C. R. Gratuity has to be revised upwards due to fixation of pay in the authorized scales.

Copy of letter No. PN/60/1403/7/713 dated 31st Jan. /1st Feb. 1962 from the General Manager, N. E. Rly., Ghorakhpur.

**Re : Payment of additional D.C.R.G. to Class IV pensionable staff.**

The benefit of the additional D.C.R.G. admissible to the Class IV staff retiring after completing more than 30 years of service as allowed in the Railway Board's letter No. F(E)50/RT1/6 dated 16-11-57 has been withdrawn with effect from 1-11-59 vide Board's letter No. PC-60/RB-3/4 dated 4th September, 1961. It has also been stated in this letter that no recovery need be made in cases of Railway servants who retired on or after 1-11-59 but where additional D.C.R.G. has already been paid in accordance with the previous orders, before issue of the Board's letter of 4-9-61.

2. Although it is not so stated specifically, it is reasonable to presume that Board's aforementioned decision not to make recoveries in respect of payments made prior to the issue of the Board's letter of 4-9-61 was taken in consideration of the hardship that would cause to employees in view of the recoveries having had to be made by reducing their pension in terms of Para 2816(i)-R.II which should perhaps not be applicable in case like this. In this connection it is pointed out that many of the Class IV pensionable staff who have retired on and after 1-11-59 have become eligible for revised pensionary dues consequent upon their fixation in authorised scales from 1-7-59 and a question has arisen as to why the additional D.C.R.G. paid to them should not be adjusted against the arrears payable to them on account of revision of pensionary dues, specially because the same would not cause any undue hardship to them. Considering however, that the Board's orders of 4-9-61 were issued after the implementation of the authorised scales, it is not unlikely that the possibility of staff receiving additional sums consequent upon revision of their pensionary dues due to fixation in authorised scales was taken into account before issuing the said orders according to which the overpayments made prior to 4-9-61 need not be recovered. Nevertheless, the matter being not entirely free from doubt and also because it involves financial implications, the Board may kindly confirm that in such cases pensionary charges may be revised and paid without recovering therefrom additional D.C.R.G. paid in the past which course is being adopted in anticipation of Board's confirmation.



*Sub : Treatment of personal pay under the Railway Services (Authorised Pay) Rules—1960 as pay for the purposes of pension.*

Reference C.P.O. Central Rly.'s D. O. letter No. 23113-R/Rules dated 5-12-1960 to Shri Mirchandani (copy enclosed). It is clarified that the personal pay granted in the initial fixation of pay under the Railway Services (Authorized Pay) Rules 1960 would count as emoluments for the purpose of pension to the extent admissible as per rule 2544A (CSR486A) RII notified in advance correction slip No. 33-RII circulated with Board's letter of even number dated 1-11-1960, i. e. in full under clause (b) or to the extent of one-half under sub-clause (d)(1)(iv) of this rule, according as it is granted to protect the railway servant from loss of substantive pay or some other emoluments. In cases where it is granted partly in lieu of loss of substantive pay and partly in lieu of loss of some other emoluments, including dearness allowance, that part of personal pay which is granted to protect against loss of substantive pay only will count in full and the remaining will count to the extent of one half.

(Copy of CPO, Central Railway's D.O. Letter No. 23113-R/Rule dated 5th December 1960 addressed to Shri K. T. Mirchandani, JDPC, Railway Board.)

*Sub : Treatment of personal pay under the Railway Services (Authorised Pay) Rules 1960 as pay for the purpose of pension.*

A reference is invited to Note I under Rule 10(2) of the Railway Services (Authorized Pay) Rules, 1960, wherein it is stated that in cases where the revised emoluments exceed the present emoluments by more than the ceiling limits, the initial pay is to be fixed so that the emoluments do not exceed the present emoluments by more than the ceiling limits, and the difference between the present emoluments plus the ceiling limit, and the revised emoluments is allowed as personal pay to be absorbed in future increments. Under the Liberalized pension Rules, personal pay is treated as pay for the purpose of arriving at emoluments only in the following cases :

- (i) Personal allowances granted in lieu of loss of substantive pay in respect of a permanent post other than a tenure post; or
- (ii) With the specific sanction of the Government of India for any other personal considerations.

2. The personal pay now allowed under Note I of Rule 10(2) of the Railway Services (Authorised Pay) Rules, 1960, does not fall under any of the items referred to above. The above personal pay mainly contains the element of Dearness Allowance absorbed in the total emoluments, but in some cases, it includes an element of Dearness Pay also. In cases where the Authorized scales allotted are lower than the prescribed scales as in the case of Chief Ticket Inspectors and Chief Traffic Telegraph Inspectors, the personal pay arrived at includes an element of the basic pay in the prescribed scales also. The staff have, therefore, represented to the various Divisional and Personnel Officers that unless a decision as to whether or not the personal pay granted under the Authorized scales (Pay Rules) 1960 will count as pay for the purpose of pension, they are not in a position to exercise their options in favour of the Authorized scales.

3. I shall be glad if you will examine this position and convey Board's orders early on the subject.

**Sub : Amendments to Railway Pension Rules.**

Reference letter No. E787/0/PEN dated 28-6-61 from the G. M., E. Rly. on the above subject copy enclosed. The appreciation that the benefit of provisional confirmation as mentioned in para 4(c) of para 501 of the Manual of Railway Pension Rules has been withdrawn under the revised orders contained in rule 2544A (CSR-486A)-RII as introduced vide C. S. No. 33-RII sent vide Board's letter of even number dated 1-11-1960 is correct.

As regards point (2) referred to in your letter under question, it is clarified that item (d) (1) (i) is applicable in a case where the railway servant holds a lien for the entire spell of one year/36 months, as the case may be, immediately before quitting service, whereas item (d) (1) (iii) is applicable in a case where the railway servant is confirmed prior to his retirement but does not acquire a lien on any post for the entire requisite duration of one year/36 months. It is also clarified that the benefit under rule 2544-A-RII is admissible during a period of leave on the authority of a certificate from the competent authority to the effect that the officer would have continued to officiate but for proceeding on leave.

As regards point (3), your presumption that 'a temporary officer' referred to in Note 2 under Rule 2544A-RII as one who has got no substantive post in any grade is confirmed. It is also clarified that the benefit referred to therein is admissible to a temporary officer who held more than one temporary post before final confirmation.

(Copy of Eastern Railway's letter No. E. 787/0/PEN dated 28-6-1961 addressed to the Secretary, Railway Board.)

**Sub : Pay Commission's (1957-59) recommendations—Amendments to Railway Pension Rules.**

**Ref : Board's letter No. PC-60/RB-3/7 dated 1-11-1960.**

Clarification is required in respect of the following for implementation of the orders contained in the Board's above letter :

(1) In sub-para 4(c) of rule 501 of M. R. P. R. It has been laid down that a provisional confirmation will be deemed to be confirmation for the purpose of 'average emoluments', if the vacancy in which provisional confirmation has been made has arisen as a result of suspension of lien of the permanent incumbents under clause a (1) or a (2) of rule 2008-RII (FR 14) or under clause (b) of that rule due to his transfer to foreign service. Rule 2544A as introduced by C. S. No. 33-RII lays down that in respect of officers retiring from service on or after 1-11-1959 for the purpose of emoluments. Substantive pay in respect of a permanent post other than a tenure post held in a substantive capacity will be taken into account for purposes of pension and Death-Cum-Retirement Gratuity. If therefore appears that the benefit of provisional confirmation as mentioned in para 4(c) of Rule 501 has been withdrawn under this new order.

(2) Under the new order one half of the difference between the substantive pay and the pay actually drawn in higher officiating or temporary appointments has got to be taken into account for the purpose of calculation of average emoluments (vide item (d) (1) (i) of rule 2544 A introduced by C. S. No. 33-RII). On behalf of the pay drawn in temporary or officiating appointments should also be taken into account (vide item (d) (i) (iii)). The difference of the benefits contemplated under items (d)(1)(i) and d(1) (iii) is not clear. The circumstances in which item d(1) (iii) will arise also require elucidation. It is also not clear whether the benefits under this rule may be granted during a period of leave on the authority of a certificate from the competent authority to the effect that the officer would have continued to officiate but for proceeding on leave.

(3) Note 2 under rule 2544-A (as introduced by C. S. No. 33-RII) states that in cases where a temporary officer who quits service after completing 3 years service is appointed substantively to a permanent post any time during the last 3 years of his service, the emoluments drawn by him after completion of 3 years service during the period he was not holding a permanent post shall be treated as if drawn in a permanent post held in substantive capacity. In this case it is presumed that 'a temporary officer' referred to in the Note means an officer who has got no substantive post in any grade and does not mean an officer who holds a lien on a post but holds charge of a temporary post. Whether the benefit can be extended to a temporary officer who held more than one temporary posts before final confirmation also requires clarification.

This issues with the concurrence of F. A. & C. A. O.

16. [Railway Board's letter No. PC-60/RB-3/7 dated 7-8-1962].

*Sub : Pay Commission (1957-59)'s recommendations—Amendments to Railway Pension Rules.*

Reference advance correction slip No. 33-RII forwarded under Railway Board's letter of even number dated 1-11-1960. The following may be substituted for item No. (d)(2) thereof :—

“(d) (2) For the purpose of emoluments for (ordinary) gratuity and/or death-cum-retirement gratuity.—The difference between the average emoluments in respect of items (a) to (d)(1) above calculated upon the last one year of service and the last substantive emoluments as per items (a) to (c) above.”

This has the sanction of the President and is effective from 1-11-1959. Past cases dealt with otherwise need not be re-opened.

17. [Railway Board's letter No. PC-60/RB-3/7 dated 7-8-1962].

*Sub : Counting of restricted non-practising allowance towards pension.*

The recommendation of the Jagannadha Das Pay Commission that the non-practising allowance granted to Doctors should be treated as pensionable emoluments has been carefully considered and the President is pleased to decide that the restricted non-practising allowance sanctioned to (i) Assistant Surgeons and Assistant Medical Officers *vide* Railway Board's letter No. PC-60/PS-5/MH-3 dated 2-3-1962 and (ii) D. M. O's and Medical Officers who work as PAs to Chief Medical Officers or as Malariologist *vide* Board's letter number PC-60/PS-5/MH-3 dated 6-7-1962 should be allowed to count for purposes of pension to the same extent as special pay, with effect from 1st March, 1962 in the case of former and from 1st August, 1962 in the later case. In other words, the restricted non-practising allowance shall count towards pension in full if it was received in respect of a permanent post held in a substantive capacity and to the extent of half in all other cases.

18. [Railway Board's letter No. PC-60/RB-3/7 dated 2-2-1963].

*Sub : Counting of officiating emoluments for pension and gratuity.*

Reference Items d(1)(i) and d(2) of rule 2544A (CSR. 486A)-RII introduced by advance correction slip No. 33-RII forwarded under Board's letter of even number dated 1-11-1960 as amended *vide* Board's letter of even number dated 7-8-1962 and Note 1 thereunder. A doubt has been felt about the benefit for pension and gratuity of the officiating or temporary pay for periods of leave in respect of which it is certified that the railway servant concerned would have held in an officiating or temporary capacity a post different from the one from which he went on leave. It is clarified that in such cases the officiating or temporary pay should be reckoned with reference to the post which the railway servant held immediately before going on leave or the post which he would have held but for proceeding on leave whichever of the two posts is lower.

19 [ Railway Board's letter No. PC-60/RB-8/2 dated 25-6-1960 ].

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the President is pleased to direct that Rule 1314(3) of the Indian Railway Establishment Code, Volume I (Revised Edition, 1959) be amended as in the enclosed advance correction slip. The amendment will take effect from 1-11-1959.

**CORRECTION SLIP.**

No.....

1314-R. I. (Revised Edition, 1959).

Substitute the following for the existing sub-rule (3) of this rule :—

- “ (3) subject to the provisions of sub-rule  
(4) the special contribution shall be calculated as following —  
(i) if service does not fall short of 15 years, one fourth of a month's pay, for each completed six monthly period of service but not exceeding 15 months' pay or Rs. 35,000 whichever is less ; and  
(ii) if service falls short of 15 years, one fourth of a month's pay, for each completed six monthly period of service, but not exceeding 6 months' pay, provided that, in the case of non-gazetted staff, the Controlling Officer may, on being satisfied that the circumstances are special, increase the special contribution to half a months' pay for each completed six monthly period of service subject to a maximum of 6 months' pay.”

( Authority Railway Board's letter No. PC-60/RB-8/2 dated 25-6-1960).

20 [Railway Board's letter No. PC60/RB-3/7 dated 15-1-1964].

*Sub :—Pay Commission's recommendations (1957-59)—Amendments to Railway Pension Rules.*

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that the Indian Railway Establishment Code, Vol. II be amended as in Advance Correction Slips No. 178-RII and 179-RII sent herewith.

**Advance Correction Slip to the Indian Railway Establishment Code, Vol. II.**

*Advance Correction Slip No. 178-RII.*

Rule 2544-A (CSR486A)RII as last amended *vide* Advance Correction Slip No. 160 RII circulated under Board's letter No. F(P)62PN-1/2 dated 23-8-1963.

*Substitute* the following for the words “ substantive pay ” appearing in item (d) (I) (I) of this rule :—

“ the total emoluments referred to in Items (a), (b) and (c) above. ”

(Authority Railway Board's letter No. PC60/RB-3/7 dated 15-1-1964. and 13-3-64)

*Advance Correction Slip No. 179-RII.*

*Rule 2544-A (CSR486A)—RII.*

*Insert* the following after the words “ permanent post ”, appearing in item (c) of this rule :—

“ other than a tenure post ”,

(Authority Railway Board's letter No. PC60/RB-3/7 dated 15-1-1964.)

## XX. RETIREMENT AGE—EXTENSION OF.

1. [ Railway Board's letter No. PC-62/RT-I dated 5-12-62 .

*Sub : Age of compulsory retirement—Raising of.*

Government have had under consideration for some time past the question whether the age of compulsory retirement of railway servants should be raised above 55 years.

2. It has now been decided and the President is pleased to direct that the age of compulsory retirement of railway servants should be 58 years subject to the following exceptions :—

- (i) The existing rule 2046 (FR.56) (2) (a)—RII, under which ministerial railway servants who held a lien or suspended lien on a permanent post on 31st March, 1938 are to be retained in service upto the age of 60 years subject to their continuing to be efficient and physically fit after attaining the age of 55 years, will remain in force.
- (ii) The age of compulsory retirement for those categories of class IV railway servants who are at present entitled to serve upto the age of 60 years including the new entrants to those categories should continue to be 60 years.
- (iii) Railway servants who are on leave preparatory to retirement on the 1st December, 1962 will not be entitled to the benefit of the increased age of compulsory retirement unless they are permitted to resume duty after the appointing authority is satisfied that they are efficient and physically fit.

3. Scientific and technical personnel may be given extension of service beyond the age of 58 years subject to their fitness and suitability for work in accordance with the existing delegation of powers.

4. Those who have already retired before the 1st December, 1962 or who are on refused leave on the 1st December, 1962 beyond the date of their compulsory retirement are not entitled to resume duty under these orders. However, those who on 1st December, 1962 are on refused leave beyond the date of compulsory retirement may be re-employed, if fit.

5. Persons on extension of service on the date of issue of these orders may be allowed to continue in service upto the age of 58 years.

6. Notwithstanding anything contained in the foregoing paragraphs, the appointing authority may require a railway servant to retire after he attains the age of 55 years with a notice period as provided in rule 149-RI (revised edition, 1959) except that in the case of permanent Gazetted railway servants it will be three months instead of six months without assigning any reason. This will be in addition to the provisions already contained in para 620 (ii) of the Manual of Railway Pension Rules, 1950 to retire railway servants who have completed 30 years qualifying service and will normally be exercised to weed out unsuitable employees after they have attained the age of 55 years. The Railway servant also may, after attaining the age of 55 years, voluntarily retire after giving the period of notice as provided in rule 149-RI except that in the case of permanent Gazetted railway servants, it will be three months instead of six months, to the appointing authority.

7. These provisions have effect from the 1st December, 1962.

8. The necessary amendments to Code rules will issue in due course.

\* \* \* \*

2. [ Railway Board's letter No. PC-62/RT-I dated 26-12-1962 ].

*Sub : Age of compulsory retirement—Raising of.*

Reference para 4 of Board's letter No. PC-62/RT-I dated 5-12-1962. A doubt has been raised as to whether railway servants whose date of birth is 1-12-1907 and who are, therefore, due to retire on 1-12-1962, are eligible for the benefits of the enhancement of the age of compulsory retirement from 55 to 58. It will be clear from para 4 of the letter referred

to above that persons who have already retired before 1-12-1962 have been made ineligible for the benefits of the enhanced age of retirement. In the cases of persons whose date of birth is 1-12-1907, their date of retirement was 1-12-1962, and, therefore, they do not fall within the category of those who have retired before 1-12-1962. It is, therefore, clarified that the benefits envisaged in Board's letter referred to above apply to such Railway servants.

3. [Railway Board's letter No. PC-62/RT-1 dated 29-12-1962 and dated 19-1-1963].

*Sub : Age of compulsory retirement—Raising of.*

Reference Railway Board's letter of even number dated 5-12-1962. In para 3 thereof, it has been laid down that scientific and technical personnel may be given extension of service beyond the age of 58 years subject to their fitness and suitability for work in accordance with the existing delegation of powers. Under the existing delegation of powers vide Advance Correction Slip No. 106-R11 circulated under Board's letter No. E(G)61EM2-3 dated 9-11-1961, the General Managers of railways have powers to grant extension of service to Gazetted Officers of the technical group (vide note therein) upto the rank of Senior Scale for a period upto one year after the then superannuation age of 55 years. In respect of non-gazetted staff the Heads of Departments have powers vide item (3) thereof. The Railway Board have now decided that all cases of gazetted railway servant where extension of service beyond the age of 58 years is found necessary, should invariably be referred to them for sanction, in due time.

4. [Railway Board's letter No. PC-62-RT-1 dated 13-2-1963].

*Sub : Age of compulsory retirement—Raising of.*

Reference para 2(i) of Board's letter of even number dated 5-12-1962. It is clarified that it is not the intention that the Railway servant governed by Rule 2046(FR.56) (2) (a)-R11 should be automatically kept in service upto the age of 58 years and thereafter, retained till he attains the age of 60 years on a year to year basis. Such a railway servant will, after he attains the age of 55 years, be retained on a year to year basis as hitherto.

5 [Railway Board's letter No. PC-62/RT-3 dated 26-2-1963 and dated 14-3-1963].

*Sub : Age of compulsory retirement—Raising of.*

Reference Railway Board's letter No. PC-62/RT-1 dated 5-12-62. The Board desire to clarify as under :—

- (i) Persons on extension of service on 30th November, 1962 will automatically be entitled to continue in service up to the age of 58 years subject, of course, to conditions indicated in para 6 of Board's letter of 5-12-62.
- (ii) The grant of extension of service beyond the age of 58 years to the scientific and technical personnel will be regulated in terms of para 3 of Board's letter No. PC-62/RT-1 dated 5-12-62 and in regard to others, it shall be on grounds of public interest, as heretofore.
- (iii) The term 'Appointing Authority' used in para 2(iii) of Board's letter quoted above means the authority competent to make the first appointment to the grade which the Railway servant for the time being, holds.

2. The existing para 5 of Board's letter No. PC-62/RT-1 dated 5-12-62 may be substituted by the following :—

"Persons on extension of service on 30th November, 1962, may be allowed to continue in service upto the age of 58 years."

3. This has the sanction of the President.

6. [Railway Board's letter No. PC-62/RT-3 dated 30-3-1963].

*Sub : Age of compulsory retirement—Raising of.*

Reference para 4 of Railway Board's letter No. PC-62/RT-1 dated 5-12-62 permitting the re-employment of railway servants who, on 1-12-1962, were on refused L.P.R., if fit.

2. In this connection, a question has been raised whether the procedure and principles laid down in Board's letter No. E(G)58RT-2-13 dated 19th September, 1960, as amended amplified from time to time for re-employing railway servants after superannuation, should be rigidly applied in the above cases. Since such persons could have been retained in service upto the age of 58 years, under the revised orders regarding the age of retirement, but for their being on refused L.P.R., the only test to be applied for determining suitability for re-employment is whether they would have been allowed to continue in service, on the basis of the revised orders, but for their being on refused L.P.R. The Board desire to clarify that re-employment may be granted freely to the persons who satisfy the above-mentioned test, provided they are fit to continue in service.

3. The Board also desire to clarify that re-employment in such cases upto the age of 58 years can be sanctioned by you upto the senior scale level from year to year.

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7. [Railway Board's letter No. PC-62/RT-1 dated 26-4-1963].

*Sub : Age of compulsory retirement—Raising of.*

The Railway Board have had under consideration the question whether the orders contained in their letter No. PC-62/RT-1 dated 5-12-1962 should be applied to the railway servants, who have retained the conditions of service governing them while under the ex-Company railways or under the ex-Indian States railways. In keeping with the policy followed by the Government hitherto, the extension of the orders regarding the enhancement of the retirement age to such railway servants can be only on the usual condition, hitherto followed, that they come over to the Indian Government railway service conditions in toto which would necessitate an option being taken from the individual railway servants. In view of the fact that the numbers of such staff are not many, the Board have decided that it is not necessary to resort to a formal option in this case. After careful consideration of all the aspects of the case, the Board have come to the conclusion that the needs of the case would be met if action is taken on the following lines :—

- (i) In the case of ex-Company staff and ex-Indian State railways' staff in service on 1-12-1962, extensions of service may be granted freely from year to year upto the age of 58 years on the consideration that the enhancement of the retirement age from 55 to 58 was decided upon by the Government mainly to retain experienced personnel on duty for a further period of 3 years ;
- (ii) In the case of the staff referred to above, who were on post superannuation leave on 1-12-1962 such as was automatically applicable under the ex-Company or other leave rules (e.g. ex-N. S. Railway leave rules), re-employment may be granted freely.
- (iii) The ex-Company and ex-Indian States Railway staff, who are governed by the leave rules and service conditions applicable to them prior to absorption on Indian Government Railways, according to option to previously exercised by them will continue to enjoy the post-superannuation leave, in accordance with the respective rules applicable to them, after their services are dispensed with on completion of the extensions sanctioned to them from time to time on the basis of the instructions contained herein.

2. The main test to be satisfied in granting extensions or re-employment is whether the persons concerned are suitable in all respects to continue in service and whether they would have been retained in service under the terms and conditions set out in Board's letter of 5-12-1962, but for their being on post-superannuation leave.

8 [ Railway Board's letter No. PC-62/EM-1/11 dated 16-7-1963 ].

*Sub : Retention in service and re-employment of Gazetted and non-Gazetted staff beyond the age of superannuation.*

Enquiries have been made by certain railways whether they can continue to exercise the powers as hitherto in regard to retaining railway servants beyond the age of compulsory retirement (58 years) on re-employment or by grant of extension of service. The Board desire to clarify the position as under :—

- (i) As far as re-employment upto the age of 58 years is concerned, General Managers have full powers to re-employ Gazetted officers who are on the approved panels for re-employment upto the rank of senior scale, such re-employment being limited to a period of one year at a time. In regard to re-employment beyond a period of one year in the cases of officers not on the approved panels or re-employment/extension beyond the age of 58 years each case pertaining to gazetted officers should be referred to the Board.
- (ii) Since the age of retirement has been raised to 58 years, there is no objection to re-employment being granted to non-gazetted staff upto the age of 58 years by Heads of Departments and the period of re-employment need not necessarily be limited to one year at a time. Heads of Departments are also empowered to grant extension/re-employment upto the age of 60 years to all non-gazetted staff (other than office staff but excluding technical office staff) provided such extension/re-employment beyond the age of 58 years is limited to a period of one year at a time.
- (iii) Divisional Superintendents may grant re-employment to non-gazetted technical personnel upto the age of 58 years in the respective grades which are controlled on Divisional basis provided such re-employments are limited to a period of one year at a time. They have no powers to grant re-employment/extension of service to non-gazetted categories beyond the age of 58 years.

2. The detailed instructions contained in Board's letter No. PC-62/RT-3 dated 30-3-63 indicating the principles to be followed for re-employing railway servants on refused L.P.R. on 1-12-1962 and Board's letter No. PC-62/RT-1 dated 26-4-1963 regarding extension/re-employment of ex-Company staff and ex-Indian State Railways' staff should be followed while deciding whether to re-employ or give extensions to those categories of staff. The clarifications contained in items (i) to (iii) of para 1 above will apply to their cases as well.

3. As regards extension/re-employment beyond the age of 58 years in respect of the incumbents of the posts included in the list of scientific and technical personnel circulated under Board's letter No. E(G)62EMI-9 dated 22-6-62, the principles indicated in that letter should be observed while granting extension/re-employment freely in such cases, provided the staff are otherwise fit for further retention in service. In respect of posts other than those mentioned above (including the non-technical categories) retention in service beyond the age of 58 years should be resorted to only in exceptional cases as necessary, in the public interest. The clarifications in items (i) to (iii) of para 1 above will apply to extensions/re-employment beyond the age of 58 years.

4. The period of extension or re-employment must in no case be extended beyond the age of 60 years without the prior approval of the Railway Board.

5. This has the sanction of the President.



9 [Railway Board's letter No. PC-62/RT-1 dated 20-1-1964.]

*Sub :—Age of compulsory retirement Raising of Clarification in respect of ' Pre-1938 ' ministerial railway servants governed by rule 2046 (F. R. 56) (2) (a)-RII.*

Reference Railway Board's letters No. PC62/RT-1 dated 5-12-62 and 13-2-63. In partial modification of the orders contained therein and subject to orders contained in para 6 of Board's letter of even number dated 5-12-62, the President is pleased to decide that ministerial railway servants who held a lien or a suspended lien on a permanent post on 31st March, 1938 governed by rule 2046 (2) (a) (F. R. 56)-RII should also be continued in service upto the age of 58 years without an annual order sanctioning their retention. After the age of 58 years and till they attain the age of 60 years, however, such an annual order would be necessary. In view of this, the date of compulsory retirement of a ministerial railway servant who held a lien or a suspended lien on a permanent post on 31st March, 1938 and is governed by rule 2046 (2) (a)-(F. R. 56)-RII but who was officiating in a non-ministerial post on 1st December, 1962 or who may have been appointed to officiate in such a post after this date, will be the date on which he attains the age of 58 years. If such a railway servant would like to become eligible for further retention in service under rule 2046 (2) (a)-RII or the grant of any leave (including leave preparatory to retirement) extending beyond that date, he must revert to a ministerial post before he actually attains the age of 58 years.

2. A question has also arisen whether in view of the above, decision, ministerial railway servants who are governed by rule 2046 (2) (a) (F. R. 56)-RII and had who been promoted to officiate in higher non-ministerial posts but who subsequently reverted to their substantive ministerial posts at their request, before attaining the age of 55 years, in order to be further retained in service under rule 2046(2) (a)-RII and who have not yet attained the age of 58 years, can now be re-promoted to the non-ministerial posts and allowed to continue therein upto that age. The President is pleased to direct that such railway servants should, subject to the rejection of those whose work has deteriorated, be considered for inclusion in the existing panel or select list for promotion. In the event of their being found fit for inclusion in such existing panel or select list, they shall be eligible for promotion to the non-ministerial appointments, subject to the availability of vacancies, until they attain the age of 58 years. In case such re-promoted railway servants wish to continue in service beyond the age of 58 years under rule 2046(2) (a)-RII, they will have to revert to their permanent ministerial appointments before actually attaining that age.

3. The necessary amendments to code rules will issue in due course.

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10 [Railway Board's letter No. PC 62/RT-3 dated 25-3-1964].

*Sub :—Extension of service to ex-company and ex-State Railway Staff who have retained their pre-absorption terms and conditions of service beyond the age of superannuation.*

A case has been brought to the notice of the Railway Board wherein extension of service in terms of Board's letter No. PC 62/ET-1 dated 26-4-1963, was not given on the ground that the person was not fit to be retained in service and was made to retire at the age of 55 but subsequently, that person was offered re-employment in a lower post than the one from which he retired. The Board have observed that in such cases where persons are not considered suitable for grant of extension of service, it will not be correct to offer them re-employment in lower posts. The Board, desire that their observation should be kept in view in dealing with such cases.

## XXI. FIXATION OF PAY

1 [ Railway Board's letter No. PC-60/PP-1 dated 28-3-1961 ]

*Sub :—Grant of benefit of at least one increment on appointment to a higher post.*

The Railway Board have had under consideration the recommendation of the Pay Commission contained in para 6 of Chapter X of their report that on promotion to a higher post upto and inclusive of those from the present Class II to Class I level, the pay of the employee should first be increased by one increment in the lower scale and then fixed in the higher scale at the stage next above, and that no distinction should be made for this purpose on the ground that the lower post was held in a (quasi-permanent or) temporary and not permanent capacity.

2. The Board have decided, with the approval of the President, to accept the above-mentioned recommendation of the Commission in respect of promotion to a higher post upto and inclusive of those from the present Class III to Class II level. Accordingly, in the case of such promotions occurring on or after 1st April, 1961 the initial pay in the higher post shall be fixed in the manner indicated in the preceding paragraph. The provisions of rules 2017(FR 22) & 2027 (F.R.31)RII regarding fixation of initial pay on promotion may be deemed to have been modified accordingly ; necessary amendments to these rules will be issued separately. As regards promotions to a higher post from the present class I to Class I level, the matter is under consideration and separate orders will follow.

3. These orders will not apply to cases of railway servants who are appointed to higher posts with the approval of the Union Public Service Commission and in whose case the Commission have made a specific recommendation regarding the initial pay.

2 [ Railway Board's letter No. PC-60/PP-1 dated 20-5-1961 ]

*Sub :—Grant of benefit of at least one increment on appointment to a higher post.*

A question has been raised as to whether the orders contained in Railway Board's letter No. PC-60/PP/1 dated 28th March, 1961, regarding the above would be applicable even in cases of promotion to ex-cadre posts.

It is clarified that the orders quoted above shall be applicable in such cases also provided that the Railway servant is entitled to draw pay in the scale of pay attached to the higher ex-cadre post, in accordance with the terms of deputation or transfer sanctioned for him. Where, however, according to the terms of deputation or transfer the Railway servant is given his grade pay of the post held by him in his own cadre plus a deputation allowance or special pay at a fixed rate or related to such grade pay, the question of applying the provisions of Board's letter of even number dated 28th March, 1961 shall not arise.

Similarly, in the case of a Railway servant who draws pay in the scale of pay attached to an ex-cadre post, if he reverts to his parent cadre and is appointed in that cadre to a post higher than the ex-cadre post immediately held before reversion, his pay shall be fixed in accordance with the orders dated the 28th March, 1961. In these cases also, the orders shall not be applicable if, in the ex-cadre post, the Railway servant has been allowed to draw pay on the basis of his pay in his parent cadre and a deputation allowance or special pay.

3 [ Railway Board's letter No. PC-60/PP/1 dated 1-1-62 ].

*Sub :—Grant of benefit of at least one increment on appointment to a higher post.*

Please refer to Board's letter of even number dated 28-3-61 on the subject indicated above.

2. A question has been raised whether the increase by one increment in the lower scale as contemplated in the above mentioned letter should be given as a matter of course while fixing the pay in the higher post or that an order of the competent authority allowing the railway servants to cross the Efficiency bar, in the lower scale, if involved should be required before fixing pay in the higher post. It has been decided that no orders of crossing the Efficiency bar in the lower scale are necessary for the purpose of fixing the pay in the higher post.

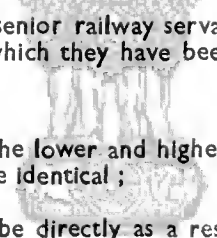
4. [ Railway Board's letter No. PC-60/PP/1-2 dated 25-5-1962 ]

*Sub :—Regulation of initial pay on promotion or appointment to a higher post  
—Anomalies arising out of the orders implementing the recommendations of the Pay Commission—Removal of.*

The question of removing the anomalies arising as a result of the fixation of pay of Railway Servants promoted to higher posts on or after 1-4-1961 in accordance with the orders contained in Board's letter of even number dated 28-3-1961 has been under consideration of the Board for some time past.

2. By a strict application of the orders quoted above, it may happen that a railway servant promoted to a higher post before 1-4-1961, may draw a lower rate of pay in that post than another, junior to him in the lower grade but promoted to another identical post on or after 1-4-1961. This is because the pay of the junior employee is fixed in accordance with the latest orders referred to above.

3. In order to remove this anomaly, the President is pleased to decide that in such cases the pay of the senior employee in the higher post should be stepped up to a figure equal to the pay as fixed for the junior employee in that higher post. The stepping up should be done with effect from the date of promotion of the junior employee and should be subject to the following conditions, namely :—

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- (a) Both the junior and senior railway servants should belong to the same cadre and the posts in which they have been promoted should be identical and in the same cadre ;
  - (b) the scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical ;
  - (c) the anomaly should be directly as a result of the application of the orders dated 28-3-61. For example, if even in the lower post the junior employee draws from time to time a higher rate of pay than the senior by virtue of fixation of pay under the normal rules, say, on account of the junior person having been entitled to pre-31 scales of pay, or due to grant of advance increments or due to accelerated promotion etc., the provisions contained in this letter should not be invoked to step up the pay of the senior employees ; and
  - (d) the benefit of stepping up of pay should be restricted to the first occasion on or after 1-4-1961 when a junior in each seniority (promotion) group, who was in receipt of pay in the same time scale equal to or less than a person who was senior to him and was promoted prior to 1-4-1961, on his promotion becomes eligible to more pay than his senior.

4. The orders refixing the pay of the senior railway servants in accordance with the provisions of this letter shall be issued under rule 2023(F.R.27)-R-II. The next increment of the senior railway servant will be drawn on the date on which it would have fallen due but for the refixation of pay.

5. The Railway Administrations may review the cases in the light of above orders so that representations on this account should be cut down to the minimum.

5. [ Railway Board's letter No. PC-62/PP-3 dated 27-7-1963. ]

*Sub :—Regulation of initial pay on promotion or appointment to a higher post—  
Anomalies arising out of the orders implementing the recommendations of the Pay Commission—Removal of.*

Reference Board's letter No. PC-60/PP/1-2 dated 25-5-1962. A question has been raised whether the benefit of stepping up granted in Board's above quoted letter is also admissible in the case of senior staff who have been confirmed in the higher grade before the junior is promoted to the higher grade, as on confirmation in the grade, the railway servant ceases to have any connection with the lower post and the question of comparison required in terms of para 3 (c & d) of the above letter may not arise. The Board have carefully considered the matter and desire to clarify that the benefit of stepping up is not admissible in such cases.

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6. [ Railway Board's letter No. PC-61/ROP-1/2 dated 7-10-1961. ]

*Sub :—Promotion of Non-gazetted or class II railway servant to Junior Scale  
—Fixation of pay.*

In supersession of Railway Board's Orders (2) (1) below FR 30(2026)-Appendix XXX-R1 it has been decided that w.e.f. 2-7-59 for the purpose of fixation of substantive pay (including presumptive pay) a Junior Scale post shall be deemed to carry duties and responsibilities of greater importance than those attached to a class II post (including the post of an Assistant Accounts Officer) on the Railways and consequently pay will be fixed under rule 2017(a) [i] (FR.22(a) [i] R-II.

2. It has been decided that the orders contained in Railway Board's letter No. PC-60/PP/1 dated 28-3-61 regarding fixation of pay applicable to promotions up to class II level should also be extended with effect from 1-4-61, to the fixation of pay on promotion to Class I (including the proforma fixation in the Junior scale for the purpose of fixation of pay in Senior Scale). This has the sanction of the President.

3. In view of the above orders the Railway Board's decision (5) below FR 31 (2027)-Appendix XXX RII should also be deemed to have been amended mutatis mutandis.

4. The orders contained in para 1 and 2 will not apply to :—

- (i) those in pre-31 scales ; and
- (ii) officers appointed to Miscellaneous posts such as D. M. O., Chemist and Metallurgist, Chief Cashier, Statistical Officer, Printing Superintendent etc for whom there is no Junior Scale.

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7. [ Railway Board's letter No. PC-61/ROP-1/24 dated 22-1-1963 ].

*Sub :—Fixation of pay in Class I of.—(i) Class II Officers or non-gazetted staff entitled to pre-31 scale of pay.*

- (ii) Class II Officers appointed to miscellaneous posts such as D. M. O., Chemist and Metallurgist, Chief Cashier, Statistical Officer, Printing Superintendent, etc.

Reference para 4 of Board's letter No. PC-61/ROP-1/2 dated 7-10-1961. The President has now been pleased to decide that instructions contained in para 1 and 2 of Board's above letter should be made applicable to the categories of staff mentioned in para 4 thereof as indicated below :—

2. The pay in Class I (Junior/Senior scale) in the case of an officer entitled to pre-31 scales of pay shall be regulated as under :—

A. When appointed substantively to a service in which corresponding year of service junior scale exists.—(a) For those appointed between 2-7-59 to 31-3-61 (both days included).

- (i) in the junior scale under rule 2017(a) (i) (F.R. 22(a) (i)-R11 ;
- (ii) in the senior scale at the stage corresponding to the presumptive pay in the junior scale.

(b) For those appointed on or after 1-4-61.

- (i) in the junior scale under rule 2018-B (F. R. 22-C)-R11 ;
- (ii) in the senior scale at the stage corresponding to the presumptive pay in the junior scale.

B. When appointed to officiate on or after 1-4-61 in senior scale (including isolated posts) except to posts in Accounts Department.—Existing orders continue to apply except that the existing pay on date of promotion shall be increased by one increment before adding the lump sum of Rs. 100 (or any other amount as the case may be).

C. Assistant Accounts Officer promoted to senior scale on or after 1-4-1961.—Pay in class II shall be increased by one increment and then in the senior scale the stage next above will be allowed.

3. The pay in senior scale of class II officers of the medical department entitled to prescribed scale Rs. 300—800/Authorized scale Rs. 375—900 promoted substantively or in an officiating capacity as D. M. O. shall be regulated as under :—

(a) For those appointed between 2-7-59 to 31-3-61 (both days included).—at the minimum or the pay as Assistant Medical Officer increased by Rs. 200 if it is a stage in the senior scale otherwise at the stage immediately below that, whichever is more beneficial.

(b) For those appointed on or after 1-4-1961.—at the minimum or the pay as Assistant Medical Officer stepped up by one increment in terms of Rule 2018-B(F.R.22-C)-R11 and increased by Rs. 200 if it is a stage in the senior scale otherwise at the stage immediately below that, whichever is more beneficial.

Note.—The non-practising allowance shall not be taken as part of pay for the purpose of these orders.

4. Pay in senior scale of class II officers entitled to prescribed scale Rs. 275—800/ Authorized scale Rs. 350—900 promoted substantively or in an officiating capacity to senior scale Miscellaneous posts such as Chemists and Metallurgist, Chief Cashier, Statistical Officer, Printing Superintendent etc. shall be regulated as under :—

(a) For those appointed between 2-7-59 to 31-3-61 (both days included).—at the stage in the senior scale corresponding to the presumptive pay in the junior scale (Rs. 400—950) fixed under rule 2017(a) (i) (F. R. 22(a) (i)-R11.

(b) For those appointed on or after 1-4-1961,—at the stage in the senior scale corresponding to the presumptive pay in the junior scale (Rs. 400—950) fixed under Rule 2018-B(F. R. 22-C)-R11.

5. In view of the above decision, the Railway Board's orders No. 1 to 3 below rule 2027 (F. R. 31) Appendix XXX-R11 should be deemed to have been amended *mutatis mutandis*. Necessary correction to the Code will be issued separately.

**8 [ Railway Board's letter No. PC-60/PS-5/TC-3 dated 24-8-1961 ]**

**Subject :—***Fixation of pay of Signallers on promotion as A. S. Ms in scale Rs. 80—170 (Pres)/130—225 (Auth).*

The Railway Board have decided that the pay of the Signallers on promotion as Assistant Station Masters should be so fixed as to give them an increase of Rs. 12 over their existing pay in the scale of Signallers. If the Pay so arrived at is not at an exact stage in the Authorised scale Rs. 130—225, it should be fixed at the next lower stage and the difference (between the pay arrived at and the pay at the next lower stage) may be treated as personal pay, to be absorbed in future increases in pay.

This has the sanction of the President.

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**9 [ Railway Board's letter No. PC-63/ROP-1/11 dated 31-7-1963 ]**

**Subject :—***Fixation of pay of Signallers on promotion as A. S. Ms in scale Rs. 80—170 (PS)/130—225 (AS).*

Reference Board's letter No. PC-60/PS-5/TC-3 dated 24-8-1961. By a strict application of the orders quoted above, it may happen that a Signaller promoted as Asstt. Station Master before 24-8-1961, may draw a lower rate of pay than another junior to him but promoted on or after 24-8-61. This is because the pay of the junior employee is fixed in accordance with the latest orders referred to above.

2. In order to remove the above anomaly the President is pleased to decide that in such cases the pay of the senior employee in scale Rs. 130—225 (AS) should be stepped up to a figure equal to the pay fixed for the junior employee in that scale. The stepping up should be done with effect from the date of promotion of the junior employee and should be subject to the following conditions, namely :—

- (a) the anomaly should be directly as a result of the application of the orders dated 24-8-1961. For example, if even as Signaller the junior employee draws from time to time a higher rate of pay than the senior by virtue of fixation of pay under normal rules, say, due to grant of advance increments etc. the provisions contained in this letter should not be invoked to step the pay of the senior employee ; and
- (b) the benefit of stepping up of pay should be restricted to the first occasion on or after 24-8-61 when a junior Signaller who was in receipt of pay equal to or less than an employee who was senior to him and was promoted as A. S. M. prior to 24-8-1961, on his promotion becomes eligible to more pay than his senior.

3. The orders refixing the pay of the senior railway servants in accordance with the provisions of this letter shall be issued under rule 2023(F. R.27)-R.II. The next increment of the senior employee will be drawn under the normal rules, i. e., after one year from the date the pay is refixed.

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**10 [ Railway Board's letter No. PC-63/EM-1/13 dated 10-7-1963 ].**

**Subject.—***Fixation of pay of re-employed staff on Railways—General Policy thereof.*

Reference Board's letter No. E(G)58EM1-29 dated 9-2-61. With the issue of Board's letter No. PC-60/LE-9 dated 7-3-61, a railway servant is not allowed to retain a lien on his permanent post during the period of leave preparatory to retirement extending beyond the date of compulsory retirement or the expiry of extension of service. In view of this, the question of the increment falling due during the period of refused leave being taken into account for determining the pre-retirement pay of a railway servant on his re-employment would not arise. It is accordingly clarified that the provisions contained in item (3) of the statement forwarded under Railway Board's letter dated 9-2-61 referred to above would not apply to increments falling due during 'refused' leave.

**11 [ Railway Board's letter No. PC-60/ROP-1/9 dated 20-9-1963 ].**

**Subject :—Regulation of pay of a railway servant drawing pay in Junior Scale on his appointment to a post in the Senior scale.**

Reference is invited to Rule 13-A of Railway Services (Authorized Pay) Rules, 1960, inserted vide notification of even number dated 26-7-1962, wherein it has been laid down that a railway servant holding a post in junior scale in the services specified therein when appointed to a post in the senior scale, after 1-7-1959 shall draw pay in the senior scale, at the stage (given in the Table at Part B of the above Notification) corresponding to the stage of pay he would have drawn in the junior scale from time to time but for this appointment to the post in the senior scale.

2. A point has been raised whether a junior scale officer drawing Rs. 950 the maximum of the scale, will on his appointment in senior scale, be eligible to draw pay corresponding to 18th year of service only or he can draw pay corresponding to 19th to 22nd year according to his years of service. The Board desire to clarify that insertion of the stages of Rs. 950 under the column : " Pay in junior scale " as shown in Part ' B ' of the notification referred to in para 1 above, is deliberate. The service rendered in the junior scale even after reaching the maximum of Rs.950 will count for fixation of pay in senior scale and attainment of the maximum pay in the junior scale will not mean the discontinuance of the link between the junior scale and the senior scale. Thus if the pay in the junior scale of an officer represents the pay corresponding to 22nd year of service, the fixation of his pay in the senior scale will continue to be the date for increment in the junior scale also even after attaining the maximum in the junior scale.

**12 [ Railway Board's letter No. PC-63/ROP-1/35 dated 24-9-1963 ].**

**Subject :—Fixation of pay in Class I (Senior scale) of Class II Officers entitled to pre-31 scales of pay.**

Reference para 2-B of Board's letter No. PC-61/ROP-1/24 dated 22-1-1963. A question has been raised whether a class II officer entitled to Pre-31 scales of pay promoted to Senior scale in an officiating capacity, should be granted next increment only after one year or on the date it would have fallen due but for promotion to Senior scale and in the latter case whether next increment in class II will be in addition to the one granted at the time of promotion. It is clarified that the intention is that a class II officer entitled to pre-31 scales of pay when promoted to the senior scale in an officiating capacity should have his pay in senior scale regulated with reference to the pay in class II from time to time stepped up by one increment at the time of promotion and an addition of Rs. 100 (or pay other lumpsum as the case may be). In other words the date of increment in class II will not be affected and next increment will become due on the date it would have accrued in class II but for the promotion to senior scale and so long as the officer continues to officiate in the senior scale his pay in class II would be inclusive of additional increment granted at the time of promotion

**13 [ Railway Board's letter No. PC-59/PS-9B/2 dated 2-2-1963 ].**

**Subject :—Recommendations of the Pay Commission (1957-59)—Grant of benefit of at least one increment on appointment to a higher post.—reckoning of special pay as pay for this purpose.**

Reference Railway Board's letter No. PC-60/PP-1 dated 28-3-61 and PC-61/ROP-1/2 dated 7-10-61. The Board have had under consideration as to in which case special pay should be considered as forming part of the scale of pay of the post for taking into account in the matter of fixation of pay on promotion to a higher post in accordance with their orders dated 28-3-1961 and 7-10-1961. It has now been decided that the special pay granted in the cases detailed in the Annexure attached herewith should form part of the scale of pay of the post and the railway servant holding such a post shall have the benefit of the special pay also in the matter of fixation of pay on promotion to a higher post in accordance with the orders contained in Board's letter dated 28-3-1961 and 7-10-61 mentioned above.

These orders take effect from 1-4-1961 and have the sanction of the President.

( Annexure to Railway Board's letter No. PC-59/PS-9B/2 dated 2-2-1963. )

Cases in which special pay should form part of the scale of pay of the post for taking into account in the matter of fixation of pay on promotion to a higher post under the orders contained in Board's letter No. PC-60/PP-1 dated 28-3-61 and PC-61/ROP-1/2 dated 7-10-61

Serial No.	Designation.	Amount of special. pay. Rs.	Reference to sanction.
1	Sand Blasters .. ..	10	PC-61/SP-1/WS-1 dt. 29-8-61.
2	Shop Superintendents, CLW & ICF & Chief Draftsmen.	150	PC-60/PS-5/TP-4 dt. 16-7-62.
3	Asstt. Shop Supdtt. .. ..	60 in case of ex-company and 75 in case of pre-31 staff	PC-60/PS-5/TP-4 dt. 20-11-61.
4	Book-keeping Machine Operators and Puch Card Operators.	15	PC-61/SPI/AD-1 dt. 4-5-61.
5	Adrema Machine Operators ..	10	PC-61/SPI/AD-1 dt. 27-9-61.
6	Hindi/English typists utilised as stenographers in cases where full-time stenographers are not justified, and steno-typists.	30	PC-61/SPI/AD2 dt. 29-12-61 and PC-60/PS-9B/9 dated 13-7-61.
7	Headmaster, Primary School, Headmaster, Middle School, Non-matric Headmaster Primary School, Headmaster, Middle School, (English), Teachers.	In these cases, higher authorised scales have been allowed taking into account the special pays. The Special Pay will, therefore, count as forming part of the scale of pay only in respect of those railway servants retaining the prescribed scales.	
8	Telephone Operators (including the Head Telephone Operators)	10% of pay subject to a minimum of Rs. 15 p. m.	PC-60/PS-5/ST-3 dt. 6-2-62.
9	Announcers .. ..	25	PC-60/PS-5/TC-10 dt. 31-10-61.
10	Senior Teleprinter Operators and Teleprinter Operators.	15	PC-61/SP-1/TC-1 dt. 18-5-62.
11	Stores Jamadars on N. Rly. (loading and unloading).	6% of pay	PC-61/SP-1/SS-1 dt. 7-2-62.
12	Wireless Operators .. ..	20 40	PC-61/SP-1/ST-2 dt. 14-7-61.
13	Stenographers (attached to GMs, Heads of Deptts. and certain specified officers).	30	PC-61/PS-5/OS-2 dt. 4/6-11-61 and other references on the subjects.



14 [ Railway Board's letter No. PC-59/PS-9B/2 dated 10-4-1963 ].

*Subject :—Grant of benefit of at least one increment on appointment to a higher post—  
Reckoning of special pay for this purpose.*

The Board have decided that the orders contained in their letter of even number dated 2-2-1963 should be treated as cancelled. Fixation already made may, however, be allowed to stand until further orders.

This issues with the sanction of the President.

\* \* \*

15. [Railway Board's letter No. PC-59/PS-9B/2 dated 1-10-1963].

*Sub : Recommendation of the Pay Commission (1957-59)—Grant of benefit of at least one increment on appointment to a higher post—Reckoning of special pay for this purpose.*

Reference Railway Board's letter of even number dated 10-4-63. The Board have since reviewed the matter and have decided that the orders contained in their letter of even number dated 2-2-1963 should be treated as cancelled with effect from 10-4-1963. Cases in which fixation of pay have already been made and those which arose from 1-4-1961 to 9-4-1963 (inclusive) should be regulated in terms of those orders.

2. They have also decided that with effect from 10-4-1963 special pay, for whatever reasons it is granted, should not be treated as pay for purposes of fixation of pay. The special pay may, however, be protected on appointment/promotion to other posts, by granting a personal pay equal to the difference between the pay plus special pay in the post from which a railway servant is appointed/promoted and the pay due in the post to which he is appointed/promoted subject to the following conditions :—

- संरक्षण नियम
- (i) It must be certified that but for his appointment to the other post, the railway servant would have continued to draw special pay.
  - (ii) The protection will only be for so long as the railway servant would have drawn the special pay.
  - (iii) The personal pay will be absorbed in subsequent increases in pay.

*Note.—* (i) Conditions (i) and (ii) are not applicable in a case where a railway servant has held the post (other than a tenure post) to which a special pay has been attached, in a substantive capacity.

- (ii) The Head of the office in which the official (whose special pay in his previous post has been protected) is working should be responsible for satisfying himself that the railway servant continues to be eligible for the protection. For this purpose, he should obtain a periodical certificate from the concerned authority every half year, say in September and March. The certificate so obtained should be attached to the office copy of the pay bill of the railway servant concerned for those months.

3. The Board desire to clarify that in implementing the orders contained herein the following principles should also be borne in mind. If the special pays are attached to only a few posts in a cadre and not to all posts (as for instance the special pays sanctioned to certain Works Managers and Divisional Medical Officers), or if the incumbents of the posts are interchangeable with others in the regular line after a while (e.g. instructors in railway schools and training institutions) or if the special pays are attached to particular posts or class of posts in recognition of the specially arduous nature of duties (e.g. special pays drawn by railway officers during the period when they work as sectional officers, Assistant Directors, Deputy Directors etc. in the RDSO, and Asstt. Directors, OSDs, Deputy Directors etc. in the Railway Board) or if the special pays are sanctioned for specific additions to responsibility (as in the case of dual charge allowance etc.) or on account of the unhealthiness of the locality, the benefit of special pays in such cases are intended to be enjoyed only so long as the railway servants work against such posts or so long as the conditions justifying the grant of those special pays continue to exist. In such cases, therefore, the special pays should not be protected by the grant of personal pay. Similarly, the special pays drawn in tenure posts should not be protected by the grant of personal pay. The special pays attached to the various posts listed in the annexure to Railway Board's letter No. PC-59/PS-9B/2 dated 2-2-1963 represent the types of special pays to be protected by the grant of personal pay. The Board desire that each case should be examined on merits in consultation with the F. A. & C. A. O., keeping in view the principles and illustrations indicated above, before applying the orders herein and that doubtful cases should be referred to them for orders.

4. The above orders have the sanction of the President.

16. [Railway Board's letter No. PC-62/PP-3 dated 26-11-1963].

*Sub : Regulation of initial pay on promotion or appointment to a higher post—Anomalies arising out of the orders implementing the recommendations of the Pay Commission—Removal of.*

Reference Board's letter of even number dated 27-7-63 laying down that benefit of stepping up granted in their letter No. PC-60/PP/1-2 dated 25-5-62 is not admissible where senior employees have been confirmed in the higher grade before the junior is promoted to that grade. It has been brought to the notice of the Board that the above orders have resulted in hardship where the confirmations of seniors are ordered after the benefit of stepping up, in question, has been admitted, but take retrospective effect from a date prior to the promotion of the junior to the higher post.

2. The President is pleased to decide that in such cases the benefit of higher fixation of pay should be withdrawn and the pay revised. However, the overpayments consequent on such revision will first be set off against the arrears, if any, that might become payable to the railway servant for a portion of the period from the date of confirmation to the date of issue of orders of confirmation. The balance of the overpayments that cannot be set off against the arrears, if any, shall be waived.

17. [Railway Board's letter No. PC-63/ROP-1/46 dated 23-1-1964].

*Sub :—Pay—Non Gazetted staff—Fixation of pay of running staff in stationary appointments.*

Reference your letter No. E. 773/16 dated 4-12-1963. It is clarified that pay should be fixed under method II indicated in para 4 of your above letter.

(Copy of Western Railway's letter No. E. 3776/16 dated 4-12-1963, addressed to the Secretary (E), Railway Board, New Delhi).

*Sub :—Pay—Non-gazetted staff—Fixation of pay of running staff in stationary appointments.*

According to Railway Board's orders contained in their letter No. PC-60/PP/1 dated 28-3-1961, (now Rule 2018B-R11), in the case of promotions occurring on or after 1-4-1961, the pay of the employee concerned should first be increased by one increment in the lower scale and then fixed in the higher scale at the stage next above.

2. In the case of Running staff posted to stationary appointments, the Board *vide* their letter No. PC-60/RA/2/1 of 7-3-1963 have decided that pay in stationary posts should be fixed under normal rules, 40% of the pay in the running post being treated as pay for the purposes of fixation of pay in the stationary posts to compensate for the loss of running allowance.

3. Since the Board's orders of 28-3-1961 are applicable in respect of promotions to a higher post upto and inclusive of those from Class II to Class I, the benefit of these orders are also admissible to running staff when promoted to stationary posts. However, a doubt has arisen whether, in the case of running staff promoted to a stationary post, the pay which will first be increased in the lower scale of a running post by one increment, will be the basic pay of the running post or the basic pay plus 40% of pay of the running post, which is taken into account for the purpose of fixation of pay in stationary appointments.

4. To cite a case, Motorman drawing a basic pay of Rs. 290/- p. m. in the grade of Rs. 210-380 (AS) when promoted as an Assistant Electrical Foreman in the grade of Rs. 335-425 (AS), two methods of fixation of pay would be possible in his case as indicated below :—

*Method I.*

Pay in grade Rs. 210-380 (AS)	.. .. .	Rs. 290/- p. m.
40% of pay in lieu of mileage allowance	.. .. .	Rs. 116/- p. m.
Total	.. .. .	<u>Rs. 406/- p. m.</u>

If Rs. 406/- is to be taken as pay, one increment envisaged in Board's letter of 28-3-1961 cannot be given as the pay as worked out above exceeds the maximum of the lower grade of Rs. 210-380 (AS). Hence his pay will have to be fixed at the stage next above of Rs. 406/- p. m. in the higher grade of Rs. 335-425 (AS), i. e. Rs. 410/- p. m.

*Method II.*

Pay in grade Rs. 210-380 (AS)	.. .. .	Rs. 290/- p. m.
Basic pay in the lower grade is increased by one increment in terms of Board's letter of 28-3-1961.	Rs. 15/- p. m.	
Total	.. .. .	<u>Rs. 305/- p. m.</u>

To the above 40% of pay of the running post to compensate the loss of mileage allowance is added, i. e. Rs. 305/- plus Rs. 116/- (40% of Rs. 290/- the basic pay in the running post) = Rs. 421/- p. m. Pay admissible in the grade of Rs. 335-425 is Rs. 425/- p. m. being the next stage above Rs. 421/-.

5. From the above, it will be seen that by first method the employee does not get the benefit of Board's letter of 28-3-1961 after a particular stage in the scale in the running post. The second method indicated above would be in keeping with the spirit and object of the Board's orders of 28-3-1961, as in this method, the staff will get the intended benefit of an increment in the lower scale on promotion, till they reach the maximum of the scale in the running post. The Board's early decision in the matter may please be obtained and communicated to this office.

6. This issues with the concurrence of the F. A. & C. A. O. of this Railway.

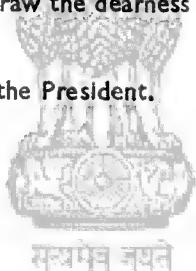
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**18 [Railway Board's letter No. PC-63/ROP-1/36 dated 1-1-1964].**

*Sub : Re-employed retired Railway servants and non-Railway Govt. servants, employees of quasi-Government bodies—Fixation of pay in the authorized scales of.*

Reference is invited to item (iv) of Board's letter No. PC-62/DA-4/1 dated 2-9-62 wherein it was clarified that the revised rates of dearness allowance sanctioned in their letter No. PC-62/DA-4/1 dated 24-4-62 are admissible to the staff mentioned therein. The Board further desire to clarify that in the case of staff who retired before 1-7-59 or retained the existing scales and retired between 1-7-59 and 1-11-61 and were re-employed after 1-11-61, the words "dearness allowance if any" appearing in brackets in lines 5 & 6 of paragraph 1(II-B) of Board's letter No. PC-60/ROP-1/16 dated 5-12-61, refer to dearness allowance at the rates in force on 1-7-59 and that once the pay has been fixed in accordance with the provisions of paragraph 1 (II-B & C) of the above letter as now clarified, the re-employed staff will be entitled to draw the dearness allowance as sanctioned from time to time after 1-7-1959.

The above has the sanction of the President.



## XXII DISTRIBUTION OF POSTS ON PERCENTAGE BASIS

I [Railway Board's letter No. PC-60/PS-5/OS-I dated 27-11-61].

*Sub : Distribution of posts on percentage basis in certain categories of staff as recommended by Justice Sankar Saran's ad hoc Tribunal.*

The recommendations made by the Justice Sankar Saran Tribunal, in regard to the distribution of posts on percentage basis, in respect of the categories of staff mentioned below, have been carefully considered by the Government in the light of the report of the Jagannadha Das Pay Commission :—

Category of Staff.	Issue No.
Clerical staff in other than Accounts Department .. ..	1 and 4
Clerical Staff in the Accounts Department .. ..	16 and 18
Train Clerks .. ..	24
Signallers .. ..	32
S. Ms and A.S.Ms .. ..	37, 39 & 40

In para 12 of Chapter XLV, the Jagannadha Das Pay Commission has observed as under :

" The number of posts in any service or grade is, as we have said earlier, determined normally by the nature of work and the kind of responsibilities that have to be distributed among different levels ; it is determined, in other words, with reference to the requirements of the public service, and not the career prospects of public servants. Unless there are very exceptional reasons, any departure from this sound principle would be unfair to the community ; for it would violate the principle of economy in public administration, and involve wastage of manpower. It might also make for inefficiency, for multiplicity of supervisors as well as inadequacy of them can prove harmful. Not only that. Once the grading and complements are determined on considerations of promotion opportunities, there would be no objective criteria by which these matters could be finally settled. We cannot, therefore, support proposals for revision of grade structures and complements to increase promotion opportunities . . . "

In recognition of the fact that the workload and responsibilities of Railwaymen, along with the complexity of the problems dealt with, had increased in recent years, the proportion of posts in the higher grades was increased in the case of a large number of categories of staff by the general upgrading orders issued in 1957. The Government have come to the conclusion that the requirements of work and responsibility do not warrant any radical modification in the proportion of posts in the different grades of the categories of staff referred to above, at present. They, therefore, regret their inability to accept the recommendations of the Justice Sankar Saran Tribunal in these cases.

However, during the course of the examination of the issue, it has been felt that instead of the fixed percentages allotted to the various grades of the different categories, as at present, a range of percentages for each grade would be better, as it would enable the individual Railway Administrations to vary the number of posts in the different grades within the limits prescribed, to suit the actual requirements based on work and responsibility. Accordingly, it has been decided that the percentages for the various categories of staff may be revised with effect from 1-12-1961 as indicated in the enclosed statement.

This has the sanction of the President.

STATEMENT SHOWING THE EXISTING AND THE REVISED DISTRIBUTION OF POSTS  
BASED ON PERCENTAGE BASIS.

Serial No.	Designation.	Prescribed scale.	Authorized scale.	Existing percentages.	Revised percentages.
1	Office staff in other than Accounts Department.	(i) Rs. 360-500	Rs. 450-575	2.5 (i) to (iv)	1½ to 2 (i) to (iii)
		(ii) 300-400	350-475		
		(iii) 260-350	335-425		
		(iv) 200-300	210-380		
		(v) 160-250		7.5 (v)	8½ to 8 (iv) & (v)
		(vi) 80-220	130-300	30.0	30 to 35
		(vii) 60-130	110-180	60.0	60 to 55
				100	100
2	Accounts staff :				
	(a) Sub-heads ..	(i) 200-300 (ii) 160-250	210-380	(i) 1/6th (ii) 5/6th	The two scales have been merged into one. 40-45 60-55
	(b) Clerks ..	80-220 60-130	130-300 110-180	40 60	
				100	100
3	Trains Clerks ..	200-300 150-225	250-380 205-280	4	3½ to 4½
		100-185 60-130	150-240 110-180	26 70	25½ to 26½ 71 to 69
				100	100
4	Signallers ..	200-300 150-225	250-380 205-280	5	4½ to 5½
		100-185 60-150	150-240 110-200	40 55	39½ to 40½ 56 to 54
				100	100
5	S.Ms/A.S.Ms ..	360-500 300-400 260-350 200-300 150-225 100-185	450-575 370-475 335-425 250-380 150-280	5	7 to 8
	A. S. Ms only ..	80-170	130-225	5 30 60	31 to 34 62 to 58
				100	100

2. [ Railway Board's letter No. PC-60/PS-5/OS-1(ii) dated 29-8-62].

*Subject :—Distribution of posts on percentage basis for Clerks in the Accounts Department as recommended by Justice Sankar Saran's ad hoc Tribunal.*

Adverting to Railway Board's letter No. PC-60/PS-5/OS(i) dated 29-8-1962, the Board's approval is communicated to the percentage distribution of posts of clerks in the Accounts Department being revised, w. e. f. 1-10-1962, as indicated in the enclosed statement.

2. The Tribunal had recommended that the distribution of posts of sub-heads in the Accounts Department should be revised as under :—

Prescribed scale.	Proportion of posts.	
	Existing.	Revision recommended by the Tribunal.
(i) Rs. 200—300 .. .. .	1/6th	1/4th
(ii) Rs. 160—250 .. .. .	5/6ths	3/4ths

With the introduction of a combined authorised scale of Rs. 210—380 for the category of sub-heads in the Accounts Department, as a result of the implementation of the Jagannadha Das Pay Commission's recommendations, the need for revising the percentage distribution of posts of sub-heads as recommended by the Tribunal has ceased to exist.

3. In respect of the clerical staff in the Accounts Department, the Tribunal had also made the following recommendation, besides suggesting the changes in percentage distribution of posts :—

“ No member of the clerical staff in the Accounts Department considered fit to discharge duties performed by the clerks in the higher grade of Rs. 80—220 be condemned to remain in the lowest grade of Rs. 60—130 all his life. Accordingly, such of them in the grade Rs. 60—130 who although unable to pass App. II-A Examination, should be promoted against 25 percent of the vacancies in the grade of Rs. 80—220 on the basis of seniority-cum-suitability. For such staff, the Government may prescribe a written test similar to the one prescribed for clerks in other than the Accounts Department.”

Orders regarding this recommendation will issue separately in due course. It will not be feasible in any case to bring it into force earlier than from the commencement of the next financial year 1963-64 after the issue of the necessary procedural instructions. In the meanwhile, the existing instructions regarding 10 per cent of the vacancies in the grade of Rs. 130—300 being filled by unqualified staff who are considered suitable as per Board's letter No. 58AC-III/20/2 dated 14-5-1959, will remain in force.

4. Orders regarding percentage distribution of posts in the category of SMs/ASMs will issue separately shortly.

5. This has the sanction of the President.

[ Enclosure to Railway Board's letter No. PC-60/PS-5/OS-1(ii) dated 29-8-1962 ].

*Statement showing the existing and the revised percentages.*

Serial No.	Designation.	Prescribed scale.	Authorised Scale.	Existing. %	Revised %
		Rs.	Rs.		
2	Clerks in the Accounts Department.	(i) 80-220 .. (ii) 60-130 ..	130-300 110-180	40 to 45 60 to 55	55 45

3. [Railway Board's letter No. PC-60/PS-5/OS-1 dated 5-9-62].

*Subject :—Distribution of posts on percentage basis for Clerks in the Accounts Department as recommended by Justice Sankar Saran ad hoc Tribunal.*

Reference Railway Board's letter No. PC-60/PS-5/OS-1(ii) dated 29-8-1962. The Board have decided that the sub para under para 3 of the letter referred to above should be substituted as under :—

"Procedural instructions regarding the implementation of this recommendation will issue separately in due course. In the meanwhile, out of 25 per cent of the posts of clerks in the grade of Rs. 130—300 which arise with effect from 1-10-1962, which are to be filled in accordance with the recommendation of the Tribunal, only 10 percent of the vacancies will be filled for the present by unqualified staff who are considered suitable as per Board's letter No. 58AC-III/20/2 dated 14-5-1959 and the remaining 15 percent of the vacancies shall be kept unfilled."

2. This has the sanction of the President.

4. [Railway Board's letter No. PC-60/PS-5/OS-1 dated 31-10-62].

*Subject :—Distribution of posts on percentage basis for Clerks in the Accounts Department as recommended by Justice Sankar Saran ad hoc Tribunal.*

*Ref :—Railway Board's letter No. PC-60/PS-5/OS-1 dated 5-9-1962.*

Reference Railway Board's letter mentioned above, wherein it has been indicated that procedural instructions regarding the implementation of the following recommendation of Justice Sankar Saran Tribunal will issue in due course :—

"No member of the clerical staff in the Accounts Department considered fit to discharge duties performed by the Clerks in the higher grade of Rs. 80—220 be condemned to remain in the lowest grade of Rs. 60—130 all his life. Accordingly, such of them in the grade Rs. 60—130 who although unable to pass Appendix II-A Examination, should be promoted against 25 per cent of the vacancies in the grade of Rs. 80—220 on the basis of seniority-cum-Suitability. For such staff, the Government may prescribe a written test similar to the one prescribed for clerks in other than the Accounts Department."



The Railway Board have had under consideration the manner in which the above mentioned recommendation should be implemented, and have decided, with the approval of the President, as follows :—

2. The Tribunal's recommendation is that 25 per cent of the vacancies in the higher grade should be filled on the basis of seniority-cum-suitability. As will be noticed from Board's letter No. PC-60/PS-5/OS-1(ii) dated 29-8-1962, the Tribunal's recommendation regarding the revised percentages for distribution of clerical posts between the two grades in the Accounts Department has been given effect to from 1-10-1962, and, therefore, the Tribunal's recommendation regarding the filling up of 25 per cent of vacancies in the higher grade, on the basis of seniority-cum-suitability, will also be effective from that date.

3. In this connection, there is a misunderstanding in certain quarters that 25 per cent of the total posts of clerks Grade I according to the revised percentage as on 1-10-1962 should be filled on the basis of seniority-cum-suitability. The Board wish to clarify that this recommendation regarding filling up of 25 percent on seniority-cum-suitability applies only to the total number of vacancies (and not the total number of post on that date), resulting from the fixing of the percentage of Clerks Grade I's posts at 55 from 1-10-1962, and the vacancies arising thereafter. In other words, on railways where the existing percentage of Clerks Grade I is 45, there will be an addition of 10 percentage to make up the percentage to 55 ; it follows that 25 percentage of the 10 percentage additional vacancies will be reserved for being filled on seniority-cum-suitability basis. On other railways, where the existing percentage is less than 45, the number of vacancies to be filled up on the basis of seniority-cum-suitability will be 25 percentage of the difference between the revised percentage of 55 and the existing percentage.

4. In Board's letter No. PC-60/PS-5/OS-1 dated 5-9-62, it was indicated that for the time being, only 10 percent of the vacancies would be filled by unqualified staff who are considered suitable as per Board's letter No. 58AC-III/20/2 dated 14-5-1959 (as modified by their letter No. 61ACIII/20/29 dated 27-11-1961) and that the remaining 15 percent should be kept unfilled. This stipulation was made with a view to reserving the balance vacancies for being filled in on the basis of a proper procedure to be laid down regarding the test for judging seniority-cum-suitability. The instructions contained in Board's letter of 5-9-1962 referred to above will have effect upto 31-10-1962. After excluding the vacancies actually filled on the basis of Board's letter of 14-5-1959 which cannot in any case exceed 10 percent of the 25 percent of vacancies, the balance number of vacancies existing on 1-11-1962 (inclusive) will be filled in accordance with the procedure indicated here-below.

5. Regarding the test to be held, the Tribunal had observed as under :—

“In their circular No. E(S)I-57CPC/40 dated 7-3-1957, the Railway Board contemplate some sort of written test for promotion for men in other departments. Similar standard of written test should be applicable for men of the Accounts Department also who seek promotion without passing Appendix II-A Examination.”

The Board have decided that a simple written test, as applicable in the case of the clerical staff of departments other than the Accounts Department, on the lines at present existing on your administration, should be held to judge the suitability of the concerned staff for promotion as Clerks Grade I. The Board suggest that the written test need be in the shape of only one short question paper covering the rules and procedures pertaining to the particular section/branch in which the staff are employed, and the pass percentage marks need only be 40 percent. The test may conveniently be held once a year, or more frequently, depending upon the actual requirements. After the results of the written test have been tabulated, the service records of those who pass the written test may be perused by a Committee consisting of a Senior Accounts

officer and a Senior Personnel Officer, who will draw up a list of those who are considered suitable for promotion in the order of seniority and the vacancies will be filled by these staff accordingly. To keep the number of candidates appearing for the test within reasonable proportions, the total number of candidates to be called for test on each occasion need be only 50 percent more than the existing and anticipated vacancies reserved for being filled on the basis of seniority-cum- suitability. After the staff concerned are promoted, on the basis of seniority-cum-suitability, their continued retention/confirmation in the higher grade will be governed by the normal rules applicable to all staff put on to officiate in higher grades.

6. With the introduction of the revised procedure indicated herein the procedure hitherto observed in granting exemptions to staff in terms of Board's letter No. 58ACIII/20/2 dated 14-5-1959, as modified by their letter No. 61ACIII/20/29 dated 27-11-1961, will cease to be operative with effect from 1-11-1962. To this extent, the note under para 124-A1, authorising the General Managers to grant exemptions from passing the Appendix II-A Examination in suitable cases will also cease to be effective from 1-11-1962. Necessary correction to the Code will issue separately.

7. As the Board desire to expedite completion of the implementation of the recommendations of the Tribunal, it is requested that implementation of the instructions contained in this letter should be finalised immediately.

\* \* \*

5. [Rly. Board's letter No. PC-62/PS-5/OS-17 dated 18-12-62].

Ref: Railway Board's letter No. PC-60/PS-5/OS-1 dated 31-10-1962.

Sub:—Distribution of posts on percentage basis for Clerks in the Accounts Department as recommended by Justice Sankar Saran Ad hoc Tribunal.

In connection with the implementation of the orders contained in Railway Board's letter referred to above, the following points have been represented to them :—

- (i) that 25 per cent. out of 55 per cent. grade I posts as on 1-10-1962 instead 25 per cent. of the grade I vacancies existing w.e.f. 1-10-1962 should be reserved for being filled by unqualified suitable persons ;
- (ii) that as many supernumerary posts as are required to give the additional benefits w.e.f. 1-4-1956 to the unqualified suitable persons should be created.
- (iii) that for considering the suitability of the unqualified persons for being promoted as CG-Is the required number of available persons in the order of seniority should be tested without the restrictions that only persons over 45 years of age would be considered ;
- (iv) that on railways where the extant orders provide, in respect of staff of departments other than the Accounts, that once they are declared to have crossed the Efficiency Bar they are eligible for promotion to the next higher non-selection post without passing any further test, CG-Is of the Accounts department who pass the Efficiency Bar test should not be required to pass the simple test as prescribed in the Board's letter referred to above ; and
- (v) that the benefit of fixation of pay as laid down in Board's letter No. E(S)I-61CPC/76 dated 9-8-1961 should also be given to those unqualified persons who are promoted on the basis of the orders referred to above.

2. The Board have considered the points indicated above in detail and they have decided as under :—

Re. (i) : Attention is invited to paras 2 and 3 of Board's letter referred to above which explain the position very clearly. There is no question of 25 per cent. of the total number of posts (Grade I) existing on 1-10-1962 being reserved for unqualified person particularly when the Tribunal's recommendation was only in respect of 25 per cent of the vacancies and not the total number of posts.

Re. (ii) : The suggestion that supernumerary posts should be created w.e.f. 1-4-56 to give the unqualified suitable persons all the benefits from that date pre-supposes that the orders contained in the Board's letter referred to above should be implemented w.e.f. 1-4-1956. Although the *Ad hoc* Tribunal was set up in 1953, it started functioning only towards the end of November, 1957 and the recommendations made by the Tribunal were received by the Government long after the orders regarding the "New Deal" had issued. There is, therefore, no question of mixing up the orders under the "New Deal" and the Tribunal's recommendations for the purpose of giving retrospective effect to the orders contained in Board's letter referred to above from 1-4-1956, and the need for creating any supernumerary posts does not arise. At best the date of receipt of the Tribunal's recommendations can be a basis and even this was later than 1-4-1956. But the date from which Government accept such recommendations as a rule is the basis in such cases. In the case of the Second Pay Commission also, the Government adopted the main recommendations from 1-7-1959 even though the Commission had been set up in 1957. The Board are most surprised that there should be any suggestion that the effect of the "New Deal" orders operating from 1-4-1956 should be revised now in the light of the recommendations of the Tribunal accepted by the Government very much later.

Re. (iii) : It is clarified that the Board did not envisage that only persons over 45 years of age should be considered for promotion as C. G. Is on the basis of the Instructions contained in their letter of 31-10-1962. The age limit of "over 45 years" of age was applicable only in respect of exemptions being granted in terms of Board's earlier letter No. 58-AC-III/20/2 dated 14-5-1959 (as modified by Board's letter No. 61ACIII/20/29 dated 27-11-1961), which procedure ceased to be operative from 1-11-62 as indicated in para 6 of the letter referred to above. The required number of persons, viz.  $1\frac{1}{2}$  times the number of existing and anticipated vacancies, have to be considered in the order of seniority for determining their suitability for promotion without reference to their age.

Re. (iv) : Attention is invited to the concluding sentence of the Tribunal's recommendation extracted in Board's letter of 31-10-1962, from which it will be seen that the Tribunal had specifically recommended a written test. The Board, however, have no objection to the test prescribed in their letter of 31-10-1962 being dispensed with, if according to the arrangements existing on your administration, CG-IIs of other departments have to appear for a written test before being declared as having crossed the efficiency bar test based on which they are promoted to the next higher non-selection post without a further test and CG-II of the Accounts Department also are allowed to cross the Efficiency Bar on the same basis. In cases, however, where such a written test does not exist, it will be obligatory to hold a simple written test on the lines indicated in Board's letter referred to above as the Tribunal's recommendations definitely envisaged a simple written test.

Re. (v) : It is clarified that the instructions contained in their letter No. E(S)61CPC/76 dated 9-8-1961 regarding the grant of incentive to persons promoted as CG-IIs will apply in the case of the unqualified persons promoted as CG-IIs on the basis of the instructions contained in Board's letter of 31-10-1962, as the revised procedure is in effect only a substitute for the earlier arrangements for granting permanent exemptions from passing the Appendix II-A examination and those who are permanently exempted are already eligible for those benefits.

6. [Railway Board's letter No. PC-62/PS-5/OS/17 dated 27-2-1963.]

*Sub:—Distribution of posts on percentage basis for Clerks in the Accounts Department as recommended by Justice Sankar Saran Ad hoc Tribunal.*

In connection with the implementation of the orders contained in Board's letter No. PC-60/PS-5/OS-1 (i) dated 29th August, 1962, PC-60/PS-5/OS-1 dated 5th September, 1962, PC-60/PS-5/OS-1 dated 31st October, 1962 and PC-62/PS-5/OS-17 dated 18th December 1962, the following points have been raised by some of the Railway Administrations for consideration :—

- (i) How should the seniority of staff who are promoted on the basis of seniority-cum-suitability against 25% of the vacancies for CGIs be reckoned *vis-a-vis* those who have passed the Appendix 2 examination prescribed in the Indian Railways Establishment Manual.
- (ii) Whether ex-Company and ex-States and other staff who have already been appointed as CGIs without passing the Appendix 2 examination should be deemed to have been permanently exempted from passing the Appendix 2 examination and whether such staff would also be eligible for the incentive increments ; if so, from what date ?
- (iii) What is to be done in the case of staff given temporary exemptions in keeping with the principles enunciated in Board's letter No. 58-ACIII/20/2 dated 14th May 1959 and who have not completed one year's officiating service as CGIs of 31st October, 1962, for eligibility for permanent exemption in terms of Board's letter No. 61-ACIII/20/129 dated 27th November, 1961.

As regards point (i) above, the Board desire to clarify that the mere increase in the percentage of posts reserved for unqualified persons from 10 to 25 and the substitution of the procedure of granting exemptions by the system of a simple suitability test, do not create any fresh problem regarding seniority. In this connection, a suggestion has been made by one of the Railways that two seniority lists, one in respect of passed candidates and another in respect of the unqualified persons declared suitable for promotion, should be maintained, and that a roster in some form should be laid down for promoting in rotation the passed candidates and the unqualified persons declared to be suitable for promotion. The Board do not consider it necessary to make any departure from the normal principles hitherto followed, and the question of maintaining two separate seniority lists or working to any particular roster should not arise. If the principles set out in Board's letter No. E(NG) 60CN5/1 dated 30th May, 1961, are strictly followed, there should be no problem in regard to seniority.

In regard to point (ii) above, attention is invited to Board's letter No. 50-ACII/20/49 dated 30th November, 1950 and Board's letter No. 44-ACII/6 dated 30th April, 1945, according to which the ex-States and the ex-Company and other staff who have been appointed as CGIs without passing the Appendix 2 examination would be required to pass the appropriate Indian Government Railway Departmental Examinations prescribed for these posts before further promotion. Thus, although they were allowed to continue in the higher posts, they had to pass the appropriate departmental examination before they could be considered for further promotion. In terms of the orders in force upto 31st October 1962, exemptions could be granted by the General Managers to suitable candidates, but from 1st November, 1962, a simple test has to be passed by such staff. It, therefore, follows that, in the case of the ex-States or ex-Company staff who have neither passed the Appendix 2 examination nor been granted exemptions, they will have to pass the simple test or the written test at the time of the Efficiency Bar examination. Only from the date they pass the Appendix 2 examination or the simple test prescribed by the Board to be effective from 1st November, 1962, or they are granted exemption or they pass the written examination at the time of the Efficiency Bar test, will they be eligible for further promotion they will also be eligible for the incentive increments from that date as indicated in Board's letter No. E(S) 1-61CPC/76 dated 9th August, 1961.

As regards point (iii), it is true that in the case of those staff who were given temporary exemptions, but had not completed one year's officiating service on 31st October, 1962 the system of converting the temporary exemptions into permanent ones will not be operative with effect from 1st November, 1962 as the orders stand at present, and this is likely to create hardship to such staff. The Board have, therefore, decided, as a special case, that irrespective of the duration of the officiating service, such persons who were officiating as CGIs on the strength of temporary exemption on the date of the Board's letters alluded to in the opening sentence of this letter, may be granted permanent exemptions. This will be subject to their performance as CGI having been of the requisite standard. An immediate review of such cases may be made, and such of those who fulfil the conditions indicated above may be granted permanent exemptions. This has the sanction of the President.

\* \* \*

**7. [Railway Board's letter No. PC-62/PS-5/OS-17 (ii) dated 23rd March, 1963].**

*Sub:—Distribution of posts on percentage basis for Clerks in the Accounts Department as recommended by Justice Sankar Saran Ad hoc Tribunal.*

Reference D. O. letter of even number dated 20th February, 1963, from the Additional Member, Finance, Railway Board to Shri Peter Alvares, General Secretary, All India Railwaymen's Federation, copy endorsed to F.A. & C.A.O.s of all Indian Railways. A doubt has been raised as to whether, in view of what is stated in para 3 of the D. O. letter referred to above, the Board's intention is that there should be only one written examination either at the time of the efficiency bar test or the simple test prescribed in the Board's letter 31st October, 1962 and that there should not be two tests even on railways where promotions in the departments other than the Accounts are regulated on the basis of a further written test, although the employees have passed the written examination at the time of the efficiency bar test. The Board desire to clarify that, as there is no examination in departments other than the Accounts, comparable to the examination prescribed in Appendix 2 of the Indian Railway Establishment Manual for the Indian Railway Accounts Department, it is not the intention that there should be two tests for the Accounts staff who have not qualified in Appendix 2 examination, one at the time of passing the efficiency bar test and another for promotion to Grade I for determining the eligibility of persons for the quota of 25% reserved for unqualified candidates. If, on any particular railway, arrangements have been made for conducting a second test, contrary to the intentions of the Board explained herein, arrangements may be made to rectify the position by cancelling the second examination in the case of candidates who need not take the second test.

2. This has the approval of the President.

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**8. [Railway Board's letter No. PC-62/PS-5/OS-17 dated 30th July, 1963].**

*Sub :—Distribution of posts on percentage basis in certain categories of staff as recommended by Justice Sankar Saran Ad hoc Tribunal.*

In connection with the implementation of the various orders issued by the Board regarding the subject mentioned above, the following points have been represented to the Board for consideration :—

- (i) That, for promotion from clerks Grade II Rs. 110-180 to clerks Grade I, Rs. 130-300 in departments other than the Accounts, the clerks Grade II who have already passed a written test at the time of crossing the efficiency bar should not be subjected to a further test on the same lines as has already been agreed to in the case of the Accounts Department and that the percentage pass marks should be 40 instead of 50.
- (ii) That arrears should be paid from 1st October, 1962 and not from the dates from which postings may have been ordered against the upgraded post.

2. The point in Item (i) above is evidently based on the orders contained in Railway Board's letters No. PC-60/PS-5/OS-17 dated 31st October, 1962, No. PC-62/PS-5/OS-17 dated 18th December, 1962, and No. PC-62/PS-5/OS-17 (ii) dated 23rd March, 1963. The aforesaid orders are intended to implement the Tribunal's express recommendation that what is intended is only "a simple test" to determine that suitability for promotion, of such staff of the Accounts Department as are unable to pass the more rigorous Appendix 2 examination. The Tribunal's recommendation being that a simple test, as in the case of departments other than the Accounts, should be introduced, it is obviously not equitable to insist on the Accounts staff on the Railways passing a further test wherever a written test is prescribed and passed for crossing the Efficiency Bar for promotions on the same lines as in departments other than the Accounts. It was also considered desirable to lay down uniform standards, to determine the suitability of unqualified persons, and 40 percent as percentage for pass marks was prescribed. The Board do not, however, see why any similar arguments should arise in respect of departments other than Accounts :—

- (a) The orders under reference issued for implementing the Tribunal's recommendation, apply only to 25% of vacancies in Grade I of the clerical cadre of the Accounts Departments, whereas the standard of the Appendix 2 examination on the basis of which the major quota (75%) of promotions is filled remains unchanged. In the case of departments other than the Accounts, 90% of the vacancies in Grade I are filled on the basis of a written test; the balance of 10% is to be filled on the basis of a limited competitive examination. There is no case for lowering the standard of the examination for filling the bulk (90%) of the vacancies in departments other than Accounts;
- (b) The Tribunal did not recommend any change in the standard of the examination in departments other than the Accounts to qualify for promotion from C.G. II to C.G. I but referred to that examination as being of a very simple standard when recommending the same pattern for filling 25% of the vacancies in clerks grade I of the Accounts Department earmarked for the candidates who are unable to pass the Appendix 2 examination. It is, therefore, obvious that any lowering of standards for departments other than Accounts was neither recommended by nor implied in, the Tribunal's recommendations.

In the circumstances, the Board do not consider it necessary to change the existing procedure followed on the various Railways in this matter of a qualifying examination for promotion of C. G.IIs (L.D.Cs) as C. G.Is (U. D.Cs) in departments other than Accounts. Nor do they consider it necessary to standardise the percentage of pass marks.

3. As regards payment of arrears arising from the implementation of the Tribunal's recommendation from 1st October, 1962, in every case, the Board desire to clarify that this is the intention. As the Tribunal reviewed the re-distribution of grades for various categories of staff, previously considered on the recommendations of the Joint Advisory Committee, it is appropriate to follow the pattern followed in connection with the upgradations ordered as a result of recommendations of the Joint Advisory Committee. The Board have accordingly decided that the following principles should be followed in determining the eligibility of staff for arrears :—

- (a) With reference to the upgraded posts, based on the cadre as on 1st October 1962, arrears should be paid to the actual incumbents of the upgraded posts on that date, irrespective of whether the posts are "selection" or "non-selection" posts. The arrears will be admissible for the actual periods for which the individual employees have held the posts concerned.
- (b) Pay in higher grades will be admissible to the "unqualified" or "unselected" incumbents only up to the date on which they are replaced by duly "selected" or "suitable" candidates.
- (c) Arrangements to replace the "unqualified" or "unselected" incumbents by "selected" or "suitable" candidates, as the case may be, should be finalised before 31st, December, 1963, if this has not already been finalised.

4. The Board desire that the position set out in para 2 ante should be explained to the representatives of the staff suitably with reference to representations if any received or to be received in regard to this. They also desire that the payment of arrears, on the basis of the principles indicated in para 3 ante, should be completed as quickly as possible. A report should be submitted to the Board by the first week of October, 1963 at the latest.

9. [Rly. Board's letter No. PC-60/PS-5-OSI(I) dt. 29-8-62 & PC-60/PS-5/OS-I dt. 10-9-62]

Sub.—Distribution of posts on percentage basis in certain categories of staff as recommended by Justice Sankar Saran's ad hoc Tribunal.

The Railway Board had under consideration, for some time past, the question of accepting the recommendations made by the Justice Sankar Saran Ad hoc Tribunal regarding the percentage distribution of posts in certain categories. As a result of a further detailed examination of the recommendations and having regard to the views expressed by organised labour during their P. N. M. meetings with the Board, the Government have decided to accept in toto the recommendations of the Tribunal in regard to percentage distribution of posts in various categories, except in regard to workshop staff, the recommendations in respect of which category are separately under consideration. The Railway Board have accordingly decided, in supersession of the orders contained in their letter of even number dated 27-11-1961, that the percentage distribution of posts in the categories of clerks in other than the Accounts Department, Trains Clerks and Signallers should be revised, with effect from 1-10-1962, as indicated in the enclosed statement. Orders regarding the categories of Station Masters/Assistant Station Masters and Accounts Staff will be issued shortly.

2. This has the sanction of the President.

Statement showing the existing and the revised percentages.

Serial No.	Designation	Prescribed scale	Authorised scale	Existing %	Revised %
1	Office staff in other than the Accounts Department.	(i) Rs. 360—500	Rs. 450—575		
		(ii) 300—400	350—475	1½ to 2	2
		(iii) 260—350	335—425		
		(iv) 200—300	210—380	8½ to 8	8
		(v) 160—250			
		(vi) 80—220	130—300	30 to 35	40
		(vii) 60—130	110—180	60 to 55	50
				100	100
2	Trains Clerks	200—300	250—380	3½ to 4½	4
		150—225	205—280		
		100—185	150—240	25½ to 26½	36
		60—130	110—180	71 to 69	60
				100	100
3	Signallers	200—300	250—380	4½ to 5½	5
		150—225	205—280		
		100—185	150—240	39½ to 40½	45
		60—150	110—200	56 to 54	50
				100	100

10. [Railway Board's letter No. PC-60/PS-5/OS-1 dt. 25-9-62]

Sub.—Distribution of posts on percentage basis for Station Masters/Assistant Station Masters as recommended by Justice Sankar Saran's ad hoc Tribunal.

Adverting to para 4 of Railway Board's letter No. PC-60/PS-5/OS-1 (ii) dated 29-8-62, the Board's approval is communicated to the authorised scale Rs. 150-5-175-6-205-EB-7-240-8-256-EB-8-280 allotted to the Station Masters/Assistant Station Masters in the prescribed scales Rs. 100-5-125-6-155-EB-6-185 and 150-7-185-8-225 vide their letter No. PC-60/PS-9B/1 dated 8-8-60, being split into the authorised scale Rs. 150-5-175-6-205-EB-7-240 and 205-7-240-8-280 w. e. f. 1-10-62 and to the revision of the percentage distribution of their posts w. e. f. the same date viz. 1-10-1962 as indicated below in supersession of their letter No. PC-60/PS-5/OS-1 dated 27-11-61 :—

Prescribed scale	Authorised scale	Existing percentage	Revised percentage	
			SMs. (out of 100)	ASMs. (out of 100)
Rs.	Rs.			
360—500 300—400	450—575 370—475	7 to 8	12	2
260—350 200—300	335—425 250—380			
150—225	*205—280			
100—185	@150—240			
80—170 (ASMs only)	130—225	31 to 34	*13 @75	*3 @20
		62 to 58	..	75
		100	100	100

2. Pay in the revised scales may be fixed as on 1-10-1962 and the staff may be allowed to retain their normal dates for increment. If an employee gets his pay fixed at a stage lower than the pay he is already in receipt on 30-9-62, the difference between the pay already being drawn and the pay fixed as on 1-10-62 may be allowed as personal pay to be absorbed in future increments. If any employee now fixed in the lower scale of Rs. 150-240 has been drawing pay higher than Rs. 240/- , the pay that he has been drawing on 30-9-62 may be protected as personal to him.

3. The above decisions have the sanction of the President.

11. [ Railway Board's letter No. PC-62/PS-5/OS-17 dated 31-5-1963 ].

Sub : Enhancement of the percentage of posts of Clerks Grade I in departments other than the Accounts, and the grant of 4 advance increments on promotion as Clerks Grade I.

The Railway Board have received advance copies of representations from the clerks of departments other than the Accounts, praying for the enhancement of the percentage of posts of Clerks Grade I from the present limit of 40% to 55% as in the Accounts Department and also for the grant of four advance increments on their promotion as Clerks Grade I as in the case of clerks of the Accounts Department.



2. In support of the request for the increase in the percentage of posts, it has been argued that the functions assigned to Clerks Grade I & II in departments other than the Accounts are in no way of less importance and magnitude than those discharged by the staff on the Accounts side. The demand in effect means that the distribution of posts in the clerical cadre between grades I and II which at present is on the basis of 40% and 50% (the remaining 10% posts being in still higher grades) should be changed to 55% and 45% as in the case of the Accounts Department, and that, in computing the number of posts, the percentages should be applied exclusively to the strength of the clerical cadre, without taking into account the higher grade posts in Class III.

3. In this connection, the Board desire to point out that the percentages fixed are on the basis of the recommendations made by the Sankar Saran Tribunal, which specifically recommended different percentages for the Accounts Department and departments other than the Accounts. This matter had been gone into in detail by the Tribunal and the recommendations which were made after taking into account all the relevant aspects of the case were accepted in toto by the Government. The Board do not, therefore, see any justification for acceding to the requests now made. In any case, a comparison between the position in the Accounts Department and in the other departments will not be correct, as the pattern obtaining in the two departments is not the same. In the case of departments other than the Accounts, promotions beyond the grade of Clerks Grade I are based on selection and suitability, whereas in the case of the Accounts department, promotions to the grade of Clerks Grade I and above are dependent on passing the Appendix 2 and 3 examinations. On account of the difference indicated above and also the fact that the Appendix 2 examination and the promotional test for promotions from Clerks Grade II to Clerks Grade I in the case of departments other than the Accounts are not of the same standard, there can be no proper comparison on the lines submitted in the representations. It will be appreciated that the Tribunal had recommended the introduction of a simple written test as prescribed in the non-accounts departments for promotion from Clerk Grade II to Clerk Grade I for determining the suitability of clerical staff in the Accounts Department, who are unable to pass the Appendix 2 examination for the purpose of filling up 25% of the vacancies reserved for them. This clearly indicates that the Tribunal had accepted the fact that the examination held in departments other than the Accounts is of a lower standard than the Appendix 2 examination.

4. In view of the foregoing reasons, it will be incorrect to grant advance increments on the plea that such increments are allowed in the case of the Clerks of the Account Department. It is true that, in the case of the Clerks Grade II in the Accounts Department who are unable to pass the Appendix 2 examination, but who are declared suitable to work as CGIs on the basis of a suitability test, advance increments have been sanctioned, but that was in consideration of the fact that the experience of those clerks in the Accounts Department enables them to discharge efficiently the technical functions expected of a Clerk Grade I in the matter of auditing bills, posting of suspense registers and attending to other allied accounting work as done by the qualified clerks. Even in the nature of work, there can be no comparison between that performed in departments other than the Accounts and in the Accounts Department. In the circumstances, there is no case for any parity being attained in this matter between the Accounts Department and departments other than the Accounts; the position in the Railway Accounts Department is more in line with that obtaining in other Audit & Accounts Departments of the Central Government.

5. The Board have indicated the position at length in the preceding paragraphs, to enable you to explain the position suitably to the staff who have submitted the memorials evidently without adequate appreciation of the position.

12. [ Railway Board's letter No. PC-62/PS-5/OS-17 dated 7-6-1963 ].

*Sub : Distribution of posts on percentage basis for clerks in the Accounts Department as recommended by Justice Sankar Saran Ad hoc Tribunal.*

A reference is invited to the clarification given in respect of point No. (ii) in Board's letter of even number dated 27-2-1963 to the effect that in the case of the ex-States or

ex-Company staff who have neither passed the Appendix 2 examination nor been granted exemptions, they have to pass the simple test or the written test at the time of the efficiency bar examination. In this connection a point has been raised as to whether such of those ex-Company and ex-States railway staff who were allowed to retain the prescribed scale of Rs. 80-220 as personal to themselves, and who had to pass the Appendix 2 examination, for being considered for further promotions, would be required to appear for the simple test once more in spite of their having passed a written test while crossing the efficiency bar at Rs. 120 in the prescribed scale of Rs. 80-220. This doubt has arisen, because of the efficiency bar at Rs. 120 in the prescribed scale of Rs. 80-220 has been treated as corresponding to the stage of Rs. 200 in the authorised scale of Rs. 130-300 at which stage only an oral examination is required to be conducted. The Board have considered the matter carefully and they have decided, with the approval of the President, that such of those ex-States and ex-Company railway staff as have already passed a written test at the time of crossing the efficiency bar at Rs. 120 in the prescribed scale of Rs. 80-220, need not be asked to undergo a further simple written test for the purpose of being considered for further promotions. In the case of those who have not taken the written test or passed the written test, a further simple written test, as prescribed by the Board, will have to be conducted before they are considered for further promotion.

2. The cases of the ex-States and the ex-Company railway staff may be reviewed and regulated accordingly.

13. [ Railway Board's letter No. PC-62/PS-5/OS-17 dated 6-6-1963. ]

*Sub : Distribution of posts on percentage basis for clerks in the Accounts Department as recommended by Justice Sankar Saran Tribunal.*

A reference is invited to para 5 of Board's letter No. PC-60/PS-5/OS-1 dated 31-10-1962 wherein it was indicated that the pass percentage marks need be only 40%. In their further letter No. PC-62/PS-5/OS-17 (ii) dated 23-3-63, the Board had clarified that such of those persons who had already passed a written test at the time of the efficiency bar test need not be subject to a further simple test. In implementing these orders a point has arisen on one of the railways as to whether the prescribed percentage of marks laid down for the written test at the efficiency bar stage should be allowed to stand if it happens to be higher than 40%. The Board desire to clarify that since the simple test has been equated to the written test at the efficiency bar stage, the percentage pass marks for the written test at the efficiency bar stage, for clerks grade II in the Accounts Department should not be more than 40% with effect from 1-11-1962. They, therefore, desire that the percentage pass marks in such cases should be deemed to be 40% from that date and the cases settled from that date onwards should be reviewed and regulated accordingly.

14. [ Railway Board's letter No. PC-62/PS-5/OS-17 dated 12-6-1963 ].

*Sub : Distribution of posts upgraded as a result of the orders issued regarding Justice Sankar Saran's recommendations.*

It has been represented to the Board that the Railway Administrations have not distributed the posts upgraded as a result of the orders issued regarding the Ad hoc Tribunal's recommendations, fairly between the Head Quarters Offices and the Divisional/District Offices etc. The Board, therefore, desire that instructions contained in their letter No. E(S)I-57TRB/1 dated 16-10-1957 (copy enclosed) may please be followed while distributing the posts upgraded as a result of the orders issued regarding the Tribunal's recommendations.

Copy of Railway Board's letter No. E(S)I-57TRB/1 dated 16-10-57 addressed to all Indian Railways etc., etc.

*Sub : Distribution in allocating the percentage in higher grade posts of office staff in various units.*

Reference para 14 of Board's letter No. E-(S)I-57CPC/40 dated 7-3-57 wherein it is laid down that it should be ensured that approximately even chances of promotion are provided in the different units making the higher grade posts in the Divisional and headquarters Offices available in a regulated manner to staff working in the less important offices in the Divisions. The Board have reconsidered the question of distribution of posts in the scale Rs. 80-220 and have decided that with a view to giving the staff in the Divisions the maximum possible benefit of the increase in the number of posts in that grade, the difference in the number of posts in Headquarters offices and the Divisional/District Offices should not be more than 2 per cent from the prescribed percentage.

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15. [ Railway Board's letter No. PC-62/PS-5/OS-17 dated 28-1-64. ]

*Sub : Distribution of posts on percentage basis in certain categories of staff as recommended by Justice Sankar Saran Ad hoc Tribunal.*

A reference is invited to Railway Board's letter of even number dated 30-7-1963, in para 3 of which it was clarified that the intention was that arrears should be paid in every case w. e. f. 1-10-1962. Doubts have been expressed in certain quarters as to whether these orders are also applicable in the case of the clerical staff of the Accounts Department. The Board desire to point out that there is no basis for any such doubt being entertained, as it was clearly stated in their letter of 30-7-1963 referred to above that arrears had to be paid in every case w. e. f. 1-10-1962.

2. Some of the railways have pointed out that, on account of the varying apportionment of duties due to the existence of a large number of vacancies and frequent transfers, it has not been possible to pin-point the actual incumbents of the posts which have subsequently been upgraded. In such circumstances, the Board desire that arrears should be paid to the senior-most persons. Some of the railways have also pointed out that implementation of the Board's orders would mean promotion of a larger number of unqualified persons as Clerks Grade I otherwise than in accordance with the quota reserved for them in the absence of sufficient number of Appendix 2 qualified candidates. In such cases, the Board have no objection to the quota reserved for unqualified persons being exceeded temporarily, but full details of such cases should be referred to the Board and sanction obtained to regularising such cases.

3. The Board desire that the implementation of all their orders relating to the Sankar Saran Tribunal's recommendation should be finalised immediately.

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16. [ Railway Board's letter No. PC-60/PS-7/WS-3 dated 31-5-1963 ].

*Sub : Sankar Saran's Tribunal's recommendation regarding percentage distribution of posts of skilled workshop staff in various grades.*

The Sankar Saran Tribunal recommended that the skilled workshop staff in the various grades be distributed as under :—

	<u>Grade.</u>		<u>Percentage.</u>
	<u>Rs.</u>		
(a)	60-130 (PS)/110-180 (AS)	..	80
(b)	80-160 (PS)/130-212 (AS)	..	14
(c)	125-185 (PS)/175-240 (AS)	..	6

The consideration of this recommendation was kept pending receipt of Jagannadha Das Pay Commission's Report. The Railway Board are since pleased to decide that the above recommendation be accepted and implemented, bearing in mind the following :—

(a) The percentage provision of highly skilled posts in grades I and II should be increased to the extent indicated by the Tribunal but without losing the essential connection between the allotment of higher scales and the work and responsibilities of the incumbents. In other words, the principles enunciated by the Railway Board in their letter No. E49CPC/94 dated 15-9-1949 (copy enclosed) still hold good, viz.—

- (i) that the post requires manual dexterity acquired by long training or experience ;
- (ii) that the post requires thorough practical knowledge and skill in all branches of the particular trade and in addition , the application of the technical knowledge not possessed by the average worker ; and
- (iii) that the jobs demand close concentration.

(b) the new cadres such as the staff of the Planning, Progress and Inspection Wings belonging to the Production Control Organisation, as are required for the introduction and establishment of the incentive scheme, should be considered for the allotment of these grades, not only because of the high degree of skill required from them but also because of the fact that they do not participate directly or indirectly in the incentive scheme, the success of which, however, depends very largely on the due and proper discharge of their responsibilities.

(c) the large and sudden increase in the number of highly skilled workers should not cause administrative embarrassment or interfere with the efficient working of the shop organisation.

The Board have further decided that the local Unions may be consulted in deciding as to which of the posts should be placed in the two higher grades. The upgrading will take effect from 1st October, 1962. For implementing these orders, the cadre as on 1-6-1963 will be taken into account, keeping a margin of the higher grade posts as a reserve for meeting the requirements of the Planning, Progress and Inspection Wings belonging to the Production Control Organisation, for completing the introduction and establishment of the incentive scheme. After the implementation of these orders, and annual review may be conducted with reference to the cadre on the 1st of June every year.

The Board desire that immediate action should be taken to undertake the necessary review and to upgrade the required number of skilled posts and arrange for payment of arrears in the manner indicated in the succeeding paragraph.

2. *In respect of posts upgraded as a result of the review under these orders.*—Payment of arrears, with effect from 1-10-1962, will be made to the actual holders of the posts which have been upgraded on the basis of the orders contained herein irrespective of whether the employee concerned has been declared suitable for holding the post in the higher grade on the basis of a trade test or not. In the case of additional new posts sanctioned on the basis of these orders, payment of arrears will be made only from the dates from which those posts are sanctioned, to the actual holders of such posts irrespective of whether such employees have been declared suitable for holding such posts on the basis of a trade test or not. As promotions to the highly skilled grades are to be on the basis of trade tests, arrangements should be made to trade test all the eligible skilled staff as quickly as possible. If the incumbents of the upgrade posts, or additional higher grade posts, fail to qualify in the trade test, they shall cease to be entitled to hold the higher grade posts and the posts shall be filled by the qualified persons lower down in the order of seniority.

*In respect of future upgradation.*—The procedure will be the same as is now in vogue on Railways for promotions from skilled to highly skilled categories.

3. The Board desire that these orders should be implemented within 3 months.

*Sub : Classification of highly skilled artisans.*

Reference Board's wireless message No. E47 CPC/31 dated

The All India Railwaymen's Federation have repeatedly represented regarding the matter of classification of highly skilled staff. The Board have reviewed the matter and have decided that with a view to expedite the decision thereon and to ensure uniformity between the adjacent railways, the Railway Administrations should utilise the Trade Test Panels recently set up, to assess all the jobs on the Railways, which should be classified as highly skilled. To ensure uniformity, as far as possible adjacent railways, for example, E. I/B. N/O. T/G. I. P/B. B. & C. I., M. & S. M./S. I. must see that the proposals of their Trade Test Panels are co-ordinated with those of the adjacent Railway and for this purpose, the Trade Test Panels should if necessary have a joint setting. The proposals should be forwarded to the Board for approval within 3 months.

2. The Board desire to emphasize that it will be the job or work which should be assessed and not the person. The description of the job and its location should clearly be specified and the number of posts involved must be indicated.

3. The Board also desire that certain minimum requirements must be fulfilled before a post can be treated as highly skilled for this purpose the following criteria which are by no means exhaustive may be adopted as a guide :—

- (i) that the post requires *manual dexterity* acquired after long training or experience and not acquired by the average artisan e. g. certain toolmakers jobs in the tool room,
- (ii) posts requiring thorough practical knowledge and skill in all branches of the particular trade ; and in addition the *application of technical knowledge* not possessed by the average artisans e. g. certain cases of Pattern makers,
- (iii) in addition to a high standard of practical skill and technical knowledge, the jobs are such as demand a close *concentration* such that if the employee should relax it may result in heavy financial loss, e. g. machining of a complicated forging or casting demanding a number of accurate machining operations such as machining of a locomotive cylinder.,
- (iv) posts requiring a thorough knowledge of one or more trades only gained by a number of years experience and in addition high technical knowledge.

4. The Board desire to stress that the above criteria are not exhaustive but are intended to be only illustrative of the principles which should be adopted for assessing highly skilled jobs. The Panels will be further required to distribute the highly skilled jobs, for the allotment of 80-160 and 100-185 scales, instructions in regard to which are being issued separately.

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17. [ Railway Board's letter No. PC64/PS-7/WS-2 dated 20-2-1964 ]

*Sub : Sanakar Saran's Tribunal's recommendation regarding percentage distribution of posts of skilled workshop staff in various grades.*

It has been provided in para 1 of Railway Board's letter No. PC.60/PS7/WS-3 dated 31-5-1963 that for implementing the orders contained therein, the cadre as on 1st June 1963 will be taken into account. In this connection, a point has been raised by one of the Railways whether for the above purpose, the sanctioned cadre or the actual cadre in operation on that date should be taken .

2. The Board have given their careful consideration to the matter and have decided that for the purpose of determining the number of Highly Skilled posts (Grades I & II) on the basis of the revised percentages laid down in Board's letter *ibid*, the actual cadre in operation as on 1st June 1963 (i.e. after excluding from the sanctioned strength the posts declared surplus consequent on introduction of incentive scheme) should be taken. The same principle will apply for the annual reviews also. Any post that remained vacant for other reasons like non-availability of suitable men will, however, be taken into account as forming part of the cadre in actual operation.

3. This has the sanction of the President.

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18. [ Railway Board's letter No. PC-63/FE-4/12 dated 31-1-64 & 22-2-64 ]

Sub :—*Promotion to highly skilled grade as a result of implementation of Sankar Saran Tribunal's recommendation.*

Reference Railway Board's letter No. PS/690/PS-7/WVS-3 dated 31st May, 1963.

At present in terms of the orders contained in Railway Board's letter No. E(R)50PC/59 dated 20th August, 1951, it is left to each Railway Administration to decide the details of the Trade Test for each shop according to the actual duties for which the highly skilled workman is required. In this connection, it has been represented to the Board that the Trade Test for highly skilled post should be made sufficiently broad based so that persons with a reasonable amount of experience might not be at a handicap because of unfamiliarity with all the activities in a particular trade. The Board have carefully considered this request. It is obvious that to give every individual an opportunity to gain experience in all the activities in a particular trade is not feasible, particularly when a large number of promotion to the highly skilled grade have to be made in a short time for implementing the Sankar Saran Tribunal's recommendation. However, having regard to the special circumstances in which the revised percentages of highly skilled grades under the Tribunal's recommendation have to be implemented within a short time, the Board desire that the Railway Administrations may exercise further discretion in conducting the Trade Test for each highly skilled post,

2. In this connection, the Board would also like to clarify that the posts of Mistries Progressmen and Material Checked should not be taken against the 20% of posts in the highly skilled grades allowed under Board's orders of 31st May, 1963 but other posts in the grades of Rs. 130-212 and 175-240 already existing in the various units of the workshops including the Production Control Organisation created because of the high degree of skill required should be deemed to be a part of the said 20%."

3. Incidentally it has been brought to the notice of the Board that promotions to highly skilled grades have been made without a Trade Test. Presumably, the promotions referred to have been made in pursuance of the first sub para of para 2 of Board's letter of 31st May 1963, pending, the holding of the necessary Trade Test. If so, it may please be ensured that the requirement of trade testing is quickly completed and the promotions regularised.

### XXIII. MISCELLANEOUS.

I. [Railway Board's letter No. PC-60/RB-2/3 dated 8-11-60].

*Sub : Terms and conditions of service of temporary gazetted officers (neither Class I nor Class II).*

On consideration of the recommendations of the Pay Commission regarding temporary employees, the President has been pleased to direct, in exercise of the powers conferred by proviso to Article 309 of the Constitution, that the terms and conditions of service applicable to temporary gazetted officers (neither Class I nor Class II) recruited through UPSC (other than retired/released defence service officers and officers who were already in railway service at the time of their appointment as temporary gazetted officers) be partially modified as follows :—

#### I. *Period of notice for termination of service.*

The service of temporary gazetted officers shall be liable to termination on 3 months' (instead of one month's) notice on either side during the period of the temporary employment. The Government shall, however, also have the right to pay 3 months' pay in lieu of three months' notice.

#### II. *Terminal/Survivorship Benefits.*

(1) The service of every temporary officer who quits service without being confirmed against a permanent post shall be non-pensionable irrespective of whether he was appointed prior to or on or after 16th November, 1957.

(2) An officer who quits service without being confirmed may be granted terminal benefits if he quits service on account of—

- (i) retirement on superannuation or permanent incapacity due to bodily or mental infirmity, or
- (ii) discharge from service arising directly or indirectly from a reduction of establishment,

and the family (or other person(s) on whom the right to receive such benefits is conferred by the rules) may be granted survivorship benefits if the officer dies while in service, as shown below :—

(a) *If the officer quits service before completion of 5 years' service.*

The beneficiary may be granted a gratuity on the following scale :—

Complete years of service at the time of quitting service.	Benefits.	
	Terminal gratuity.	Death gratuity.
One year or more but less than 3 years.	Half a month's pay for each completed year of service.	One month's pay.
3 years or more but less than 5 years.	Do. . . .	Three months' pay.

(b) *If the officer quits service after completion of 5 years' service.*

On completion of 5 years' service, the officer's non-contributory account in the State Railway Provident Fund shall be converted into a contributory account and the account credited with Government contribution and interest thereon from time to time, in accordance with the rules of the Fund, with retrospective effect from the second year of service.

No special contribution shall be credited to the officer's account in the Fund if he quits service before completion of 15 years' service. If, however, such an officer dies while in service, the beneficiary may be granted a gratuity equal to the difference between six times the officer's pay and the amount of Government contribution to his provident fund account with accumulated interest.

If the officer quits service after completion of 15 years' service, his account in the Fund shall be credited with a special contribution in accordance with the rules of the Fund.

(c) *General.*

For the purpose of the gratuities referred to in (a) & (b) above, "pay" shall mean the average pay as defined in Rule 2003(2)-R.II. Except as otherwise provided, the rules and orders applicable to special contribution to provident fund shall apply *mutatis mutandis* to these gratuities.

For the purpose of Government contribution and special contribution to provident fund referred to in (b) above, the pay of the officer in the scale of pay of temporary officer shall be deemed to be his substantive pay.

(3) On confirmation against a permanent post, the officer appointed prior to 16th November, 1957 shall be governed by the State Railway Provident Fund Rules as applicable to non-pensionable employees or the Railway Pension Rules according to the option exercised by him, and the officer appointed on or after 16th November 1957 shall be governed by the Railway Pension Rules in respect of the entire period of his railway service. When such an officer becomes subject to the Railway Pensions Rules, his contributory account in the State Railway Provident Fund shall be re-converted into a non-contributory account and the Government's contribution together with interest thereon already credited to the account shall revert to Government.

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2. [Railway Board's letter No. PC-60/IC-1/1 dated 16-11-1960].

*Sub : Liberalisation of terms and conditions of service of temporary Railway servants who have completed 3 years continuous service.*

On consideration of the recommendations of the Pay Commission regarding temporary employees the President has been pleased to direct, in exercise of the powers conferred by the proviso to Article 309 of the Constitution, that the temporary Railway servants who have completed 3 years continuous service shall be granted the following concessions :—

*I. Period of notice for termination of service.*

The service of a temporary non-gazetted Railway servant who has completed 3 years continuous service shall be liable to termination on notice of one month as in the case of permanent non-gazetted Railway servant instead of 14 days as at present. It shall however, be permissible on the part of the Railway Administration to terminate the service of the Railway servant by paying him the pay for one month.

*II. Leave (including leave salary).*

A temporary gazetted or a non-gazetted Railway servant who has completed 3 years continuous service shall be entitled, from the date of completion of 3 years continuous service, to the same conditions of service in respect of leave (including leave salary) as he would have been entitled to if he held a lien on the post in which he was initially appointed.

2. It should be noted that the above orders would not confer any retrospective benefits ; the calculation of leave and leave salary as if the Railway servant were in permanent service should, therefore, be made only from the date from which he completes 3 years continuous service.

3. These orders shall take effect from the date of issue and past cases decided otherwise shall not be re-opened.



3. [ Railway Board's letter No. PC-60/CA-5/1 dated 30-12-60. ]

Sub : Revision of the rates of the break-down allowance consequent on revision of the pay structure.

Consequent on the absorption of the bulk or whole of the dearness allowance previously payable into basic pay under the revised pay structure, the Railway Board have been considering the revision of the rates of break-down allowance as laid down in rule 430-RI. They have now decided, with the approval of the President, that—

(i) the break-down allowance, where admissible, should be granted at the following rates :—

Category of staff.	Authorized scale (and other scales corresponding thereto).	Amount of allowance per month.
1	2	3
Unskilled workers .. .. .	Rs. 70-85 .. .. .	Rs. np. 4 00
Semi-skilled artisans .. .. .	75-110 .. .. .	
Other class IV staff ... .. .	75-89 .. .. .	
	75-95 .. .. .	
	80-95 .. .. .	5 00
	80-110 .. .. .	
	85-110 .. .. .	
Staff in the authorized scale .. .. .	105-135 .. .. .	6 50
Skilled workers etc. .. .. .	110-180 .. .. .	8 00
Highly skilled artisans etc. .. .. .	130-212 .. .. .	
	175-240 .. .. .	10 00
Mistries, Train Examiners etc. .. .. .	150-240 .. .. .	
Chargemen, Train Examiners etc. .. .. .	205-280 .. .. .	12 50
Staff in higher scales .. .. .	250-380 & above .. .. .	15 00

(ii) the revision of the rates of the allowance as in (i) above, shall have effect from the date of the revision of the pay structure, namely, 1st July, 1959. Where, however, the allowance payable on the basis of the revised pay and/or revised rate works out to less than that already paid, the difference shall not be recovered.

2. Necessary correction slip to the Indian Railway Establishment Code, Volume I, will be issued separately.

4. [ Railway Board's letter No. PC-60/CA-5/1 dated 14-4-1961 ]

Re :—Grant of Breakdown Allowance (Rule 430-RI) to Supervisors.

4 In their letter No. E51CPC/179 dated 10th November, 1956 the Railway Board had laid down that supervisors will not be entitled to the break-down allowance. On further consideration the Board have decided, with the approval of the President, that Supervisors holding posts in authorized scales upto and including Rs.335—425 may be granted the break down allowance (at the revised rates prescribed in Board's letter No. PC-60/CA-5/1 dated 30-12-60) subject to the condition that the allowance shall not be granted to the Supervisor who is incharge of C. & W. Depot, Loco Running Shed or the Electrical Relief Train as the case may be. These orders shall have effect from 1st April, 1961.]

5. [ Railway Board's letter No. PC-60/CA-5/2 dated 7-4-1961. ]

Sub : Messing allowance for trainees in Railway Training Schools—Review of.

Consequent on the revision of the pay structure with effect from 1-7-1959, the Railway Board have reviewed the existing orders contained in rule 429-RI regarding the appropriate class of mess for each trainee undergoing training in Railway Training Schools and the upper

limits of expenditure which may be incurred on the supply of free food to him. They have now decided, with the approval of the President, that these shall be regulated as follows :—

Category of Railway Servants.	Class of Mess.	Upper limit of messing charges (Note 1 & 2 to Rule 429-RI).
Gazetted Railway Servants Class III staff drawing pay of Rs. 450 and above per month.	(Officers') Mess 'A' }	Rs. 5 per head per day
Class III staff drawing pay of Rs. 300-449 per month.	(Intermediate) Mess 'C'	Rs. 4 per head per day
Class III staff drawing pay of Rs. 150-299 per month.	(Intermediate) Mess 'D'	Rs. 3 per head per day
Class III staff drawing pay upto Rs. 149 per month.	(Junior) Mess 'E'	Rs. 2.25 per head per day.

In the case of apprentices, 'pay' shall be deemed to mean 'stipend'.

These orders take effect from 1st January 1961 but past cases dealt with otherwise shall not be re-opened. Necessary correction slip to Rule 429-RI will be issued separately.

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6 [Railway Board's letter No. PC-61/MH-2 dated 14-9-1961].

*Sub : Revision of the pay limits laid down in Rule 921-RI for purposes of exemption from payment of fees for medical attendance of families at residence.*

Consequent on the introduction of the Authorized scales of pay, the President, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India is pleased to direct that Rule 921 of the Indian Railway Establishment Code, Volume I (Revised Edition 1959) be amended as in the advance correction slip No. 72 RI, enclosed.

2. With the above amendment, the text of this rule will be as under—

"Payment of fees for medical attendance on the families of railway servants shall be regulated according to the contract system or by the visit, as the railway servant may prefer. Persons drawing less than Rs. 150 p.m. in authorized scale (Rs. 100 p.m. in other scales) are exempt from the payment of all fees. The following rules relating to the contract system do not apply to accouchements, which should be arranged for separately."

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7 [Railway Board's letter No. PC-60/EA-I dated 23-12-1960].

*Re : Educational Assistance and Subsidised Hostel Scheme—Pay limits for purpose of.*

Consequent on the absorption of the bulk or whole of the dearness allowance previously payable into pay under the revised pay structure, the Railway Board have been considering the revision of the existing pay limits laid down in Rule 1107-RI and paragraph 4 of Railway Board's letter No. E(W)53ED1-3/Pt. A dated 19-8-1958 for determining the scale of assist-

ance admissible to the employees for education of their children and residence of the children in subsidised hostels respectively. They have since decided, with the approval of the President, that :—

(i) the pay limits in question should be revised as under :—

<u>Existing pay limits.</u>		<u>Revised pay limits.</u>	
Not exceeding Rs. 100 p.m.	.. ..	Not exceeding Rs. 125 p.m.	
Rs. 101 to Rs. 200 p.m.	.. ..	Rs. 126 to Rs. 225 per month.	
Rs. 201 to Rs. 300 per month	.. ..	Rs. 226 to Rs. 349 per month.	

(ii) the revised pay limits given above will have effect from the date of revision of the pay structure, namely, 1st July 1959. Where, however, the quantum of the assistance due on the basis of the revised pay and or the revised pay limits is less than that already granted, the difference shall not be recovered.

2. Necessary correction slip to the Indian Railways Establishment Code Volume—will be issued separately.

## 8 [Railway Board's letter No. E(W)62ED 1-II dated 22/23-8-1962]

### Sub.—Educational Assistance Rules.

The Board have had under their consideration the question of liberalising the rules for the grant of assistance to railway employees for the education of their children contained in Chapter XI of the Indian Railway Establishment Code, Vol. I and have decided as under :—

- (i) in partial modification of Rule 1101-RI assistance shall also be admissible to temporary non-gazetted railway servants who have put in not less than three years' service; and
- (ii) in supersession of Rules 1104-R-I, and 1107-RI, educational assistance may be granted at the rate of Rs. 10/- per month per child for children studying in primary classes and at rate of Rs. 15 per month per child studying in secondary and higher secondary classes subject to the over-riding maximum of Rs. 60/- per month at any one time to any railway servant drawing pay not exceeding Rs. 349/- per month.

'Pay' for this purpose shall be substantive pay in the case of permanent employees/basic pay in the initial recruitment grade in the case of temporary employees and shall include the running allowances subject to the maximum of 75% of substantive/basic pay in the case of running staff. In the case of a railway servant who has elected to retain the existing scales under the Railway Services (Authorised Pay) Rules, 1960 it shall be increased by the appropriate dearness pay with reference to the substantive/basic pay.

This has the sanction of the President.

## 9 [Railway Board's letter No. E(W)62ED 1-II dated 5/6-8-1963]

### Sub.—Educational Assistance Rules.

In continuation of instructions contained in Railway Board's letter of even number dated 22/23-8-1962 and in supersession of the provisions of Rule 1111-RI, the Board have decided that a Railway servant under suspension will also be eligible for Educational Assistance at the rates admissible to him immediately before being placed under suspension.

This has the sanction of the President.

## 10. [Railway Board's letter No. E(W)62ED 1-II dated 31-8-1963.]

Reference Board's letter No. E(W)62ED 1-II dated 4-1-1963.

2. The Board desire to further clarify that the intention of their orders contained in their letter No. E(W)62ED 1-II dated 22/23-8-1962 is that Educational Assistance, if otherwise admissible, shall be granted irrespective of where the child/children concerned may be staying.

3. This has the sanction of the President.

**11. [ Railway Board's letter No. E(W)63CN 1-2 dated 9-7-1963 ]**

**Sub.—Pay Commission's recommendations on canteen facilities for Government employees.**

In Section II of Chapter XLIII of their Report, the Pay Commission have made certain recommendations in regard to the provisions of canteen facilities for Government employees. Taking into account Government's decisions on these recommendations and the extent to which the concessions envisaged in these decisions have already been extended to the staff canteens on Railways, the Board have decided that the Railway should now take action in this regard as indicated below, in respect of provision of facilities for non-statutory canteens (other than those provided under the Factories Act 1948).

- (i) *Scale on which canteens are to be provided.* Tiffin rooms may be provided where the strength of the staff is not less than 25 but is less than 100 and regular canteen provided where the strength of the staff is 100 or more. This scale is only for general guidance. Any scheme for the provision of new canteens in accordance with this scale should be submitted to the Board for approval indicating financial implications duly vetted by the FA & CAO.
- (ii) *Subsidy towards the cost of canteen staff.*—A subsidy to the extent of 50% of the wages of canteen employees may be given for each canteen. The subject of giving this subsidy is to enable the canteens to supply food at cheap rates.

This has the sanction of the President.

- (iii) *Quality and cost control.*—Necessary arrangements should be made to ensure adequate control over quality and cost of the food stuffs served in the canteen and also over the cost of canteen establishments.

2. As regards other facilities like accommodations, equipment, electricity and water charges etc. the existing orders will continue to apply. The existing practice of the S.B.F. advancing loans to canteens for working capital, should also continue.


3. Kindly acknowledge receipt.

**12. [ Railway Board's letter No. PC-60/PS-1/2 dated 26-4-1961 ]**

**Re.:—Adjustments in the pay limits for determining Class of Passes & P.T.Os. consequent on revision of the pay structure, w.e.f. 1-7-1959.**

In supersession of the orders contained in their letter of even No. dated 4-10-60 the Railway Board have decided that the pay limits for determining the Class of Pass and P.T.O. admissible to Railway servants shall be revised as follows :—

Category of Railway servant.	Class of Accommodation.	
	Normal	Exception.
1	2	3
Gazetted Officers including those holding honorary rank of Gazetted officers.	First Class 'A'	Where Air-Conditioned accommodation is provided :  (i) An officer of administrative rank travelling on duty would be eligible for Air-conditioned class. (The family of such an officer if accompanying him will, however, have to pay a surcharge as indicated in item (ii) (b) below).

Category of Railway Servants	Class of Accommodation	
	Normal	Exception
1	2	3
Gazetted Officers including those holding honorary rank of Gazetted officers.	First Class 'A'	(ii) The following would be eligible for Air-conditioned class on payment of 1/3rd of the difference between the First Class and the Air-conditioned class fares :—  (a) Gazetted officers below the Administrative rank travelling on duty and all gazetted officers travelling on privilege pass.  (b) The family of a Gazetted officer (including the family of an officer of Administrative rank accompanying the latter while he is travelling on duty).  (c) Retired Gazetted officers and their families travelling on post-retirement complementary passes.
Non-gazetted railway servants drawing more than Rs. 300 as pay.	 First Class	Where, in a suburban section, Second class accommodation is not provided, only those drawing Rs. 475 and above as pay will be eligible for First Class. Note.—Normally, passes and PTOs, issued to railway servants drawing Rs. 525 and above will be available by mail trains irrespective of the distance to be travelled.
Nurses and Lady Health Visitors drawing more than Rs. 180 but not more than Rs. 300 as pay.		
Other non-gazetted railway servants drawing more than Rs. 180 but not more than Rs. 300 as pay.	Second Class.	Where no Second Class accommodation is provided on trains these railway servants will be eligible for Third Class.
Nurses and Lady Health Visitors drawing not more than Rs. 180 as pay.		
All other non-gazetted railway servants drawing not more than Rs. 180/ as pay.	Third Class.	

2. These orders shall have effect from 1-7-1959 and shall apply to railway servants who have come on to the authorized scales of pay and to the railway servants who have or may retire from those scales of pay. Railway servants drawing pay in the pre-existing scales of pay and railway servants who have or may retire from those scales of pay shall continue to be governed by the orders in force upto now.

3. These orders would not affect the personal concession granted to certain railway servants in Railway Board's letter No. 100—TG/Pt. 3A dated 11-2-52; those drawing Rs. 76/ or Rs. 176/ immediately prior to 3rd May, 1948, shall continue to be eligible for Second Class and First Class of accommodation respectively as a personal concession even if they have come on to the authorized scales and are entitled to a lower class of accommodation in accordance with the above orders.

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13. [ Railway Board's letter No. PC-61/PS-1/1 dated 27-6-1961 ]

*Sub.—Adjustments in the pay limits for determining class of Passes and P.T.Os consequent on revision of pay structure with effect from 1-7-1959.*

In continuation of Railway Board's letter No. PC-60/PSI/2 dated 26-4-1961, they desire to convey the undermentioned clarification/decision :—

(a) *Staff of Railway Employees' Co-operative Credit Societies, Co-operative Urban Banks, co-operative Stores and such other bodies.*—The classes of Passes and P. T. Os admissible to the above staff will continue to be determined with reference to the pre-revised limits, i. e. in terms of Board's letter No. 799-TG/54 dated 28-12-54. The personal concession granted to the above staff in Board's letter No. 1000TG/52/17 dated 17th September, 1952 will also apply. However, when the present scales of pay of these staff are revised on the pattern of the authorized scale of pay, the revised limits of pay laid down in Board's letter No. PC60/PSI/2 dated 26-4-61 will apply for purposes of determining the classes of Passes and P.T.Os admissible to them.

(b) *Staff of Non-Government Railway Departments such as Government Railway Police, D. G. P&T, Bombay Port Trust Railway.*—The class of pass admissible to these staff should be determined with reference to the revised pay limits laid down in Board's letter No. PC. 60/PSI/2 dated 26-4-61.

(This disposes of G. M. Central Railway's letter No. 21865-T dated 31-1-1961 and G. M., N. E. Railway's letter No. E/204/9/28 Pt. I. dated 7-4-1961).

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14. [ Railway Board's letter No. PC-60/ROP-1/24 dated 15-4-1961 ]

*Sub :—Railway Services (Authorized Pay) Rules) 1960—Clarification/relaxation of rules regarding enforcement of efficiency bar in the authorized scales.*

The Railway Board have received enquiries as to the manner in which efficiency bars will be operated in the authorized scales in respect of Railway servants whose initial pay is fixed under Railway Services (Authorized Pay) Rules, 1960. The position in this respect, under the rules as they stand, is that the grant of increments to such a Railway servant would be subject to declaration of fitness to cross the efficiency bar in only the authorized scale, irrespective of whether he had crossed or not crossed, or had been held up at, the efficiency bar in the existing scales. Accordingly,—

(a) where the initial pay of a Railway servant is fixed above an efficiency bar in the authorized scale, the bar must be deemed to have been crossed (even if he had not crossed, or had been held up at, the efficiency bar in the existing scale).

(b) where the initial pay of a Railway servant is fixed below an efficiency bar in the authorized scale, the increment next above the bar can be allowed only after the competent authority has declared him fit to cross that bar (even if he had already crossed the efficiency bar in the existing scale).

2. The fact that a Railway servant had been held up at the efficiency bar in the existing scale will not affect the grant of his next increment under rule 11 of the Railway Services (Authorized Pay) Rules, 1960 (and subsequent increments under the normal rules) in the authorized scale. However, such a Railway servant cannot be deemed to be entitled to an increment in the existing scale on any particular date and, therefore, (unless his case falls under proviso (ii) to Rule 11) his next increment would be granted only on the date on which an increment is earned in the authorized scale. The President has, however, been pleased to direct that where the Railway servant concerned had been allowed to cross the efficiency bar in the existing scale from any date after 1st July, 1959 but before an increment is earned in the authorized scale, the next increment in the authorized scale may be granted from the date from which he had crossed the bar in the existing scale.

3. As the scales of pay have been revised with retrospective effect, the operation of the rule that the increment next above the efficiency bar in the authorized scale may be granted only after the competent authority has declared the employee fit to cross the bar (Para 1(b) above) may result in hardship where the Railway servant's pay in the authorized scale has already progressed beyond the efficiency bar stage. The President has, therefore, been pleased to direct that the rules in this regard may be relaxed as indicated below in cases where the Railway servant was required to cross the efficiency bar in the authorized scale between 1st July, 1959 and 1st April, 1961 :—

(i) if the Railway servant had been allowed to cross the efficiency bar in the existing scale from any date between 1st July, 1959 and the date on which the Board issued the schedule of existing and authorised scales of the post, the certificate of fitness issued in that connection should be deemed to have been issued for the efficiency bar in the authorized scale due to be crossed in the same period ;

(ii) In other cases, the efficiency bar in the authorized scales should be deemed to have been shifted so as to be below the next increment, if any, due after 31st March, 1961 and may, therefore, be enforced before the grant of the next increment, if any due after 31st March, 1961.

The President has further been pleased to direct that in cases of the following types the Railway servant concerned may be granted the increment next above the efficiency bar in the authorized scale due on or after 1st April, 1961, if the competent authority is satisfied that the Railway servant would have crossed the bar but for quitting service or proceeding on leave preparatory to retirement :—

(i) where a Railway servant who was due an increment next above the efficiency bar on or after 1st April, 1961, quits service after the date from which the increment was due but before the efficiency bar test could be held ;

(ii) where the Railway servant proceeds on leave preparatory to retirement on or after 1st April, 1961, and the increment next above the efficiency bar falls due while he is on Leave Preparatory to Retirement (irrespective of the reasons why the railway servant has proceeded on Leave Preparatory to Retirement).

\* \* \*

15. [Railway Board's letter No. PC-60/ROP-1/24 dated 12-6-1962].

*Sub :—Railway Services (Authorized Pay) Rules, 1960—Clarification/relaxation of rules regarding enforcement of efficiency bar in the authorized scales.*

It has been represented to the Railway Board that in some of the authorized scales, the efficiency bar has been shifted to a higher level than in the corresponding Prescribed scale and that consequently, persons in certain pay ranges, who have been declared fit to cross the efficiency bar in the prescribed scale but whose pay on initial fixation in the authorized scale is below the efficiency bar stage, are put to hardship in that they are required again to cross the efficiency bar in the authorized scale. It has been suggested to the Board that in such cases, the employees should be treated as having passed the efficiency bar in the authorized scale.

2. The Railway Board have given careful consideration to the above and have decided that :—

(1) Where efficiency bars exist both in the Prescribed and Authorized scales, a railway servant who has crossed the efficiency bar in the Prescribed scale should not be required to cross the efficiency bar in the authorized scale, provided the efficiency bar occurred in the Prescribed scale at a stage approximately corresponding to that in the authorized scale ;

(2) For this purpose, the Efficiency Bar stages in both the scales will be treated as corresponding, provided the level of difference in these stages does *not* exceed three places.

(3) The Efficiency Bar stages in the following scales will, as a special case, be treated as corresponding ;

80—220 (PS)—8th year/150—300 (AS)—12th year. .

60—130 (PS)—7th year/110—180 (AS)—13th year.

3. These orders are in partial supersession of Board's letter No. PC-60/ROP-1/24 dated 15-4-1961 and shall be deemed to have been issued then itself.

This has the sanction of the President.

16. [ Railway Board's letter No. PC-60/EB-2/2 dated 23-2-1962 ].

*Sub :—Procedure for holding efficiency bar tests.*

With the introduction of the second stage in the efficiency bar in a number of scales of pay, a question has been raised as to what should be the procedure for holding the efficiency bar tests. The Railway Board have considered this question and have decided that the existing procedure prescribed in Board's letter No. E(NG)56PMI-4 dated 5-8-1957 should be applicable whether it is the first stage of the efficiency bar or the second except that the pay limit of Rs. 300 prescribed in para 1(iii) of this letter, in the case of staff whose efficiency bar test is to be conducted by the Assistant Officer Incharge, should be revised to Rs. 350.

17. [ Railway Board's letter No. PC-60/EB-2/2 dated 28/29-8-1962 ].

*Sub :—Procedure for holding the Efficiency Bar tests.*

Please refer to S. E. Rly's letter No. SPO(R)/21010 dated 30-7-1962 copy enclosed. It is clarified that no written test need be held for the first stage of the efficiency bar in clerical scale Rs. 130—300.

(Copy of South Eastern Railway's letter No. SPO(R)/21010 dated 30th July, 1962 to the Secretary Railway Board.)

*Sub :—Procedure for holding Efficiency bar tests.*

Ref: Board's letter No. E(NG)61EF1-4 dated 10-11-61 and PC-60/EB-2/2 dated 23-2-1962.

In the Board's letter dated 10-11-61 referred to above, it was decided that it would be sufficient to hold oral test at the first stage of the Efficiency Bar in respect of Clerks in scale Rs. 130-300 (AS). In their letter dated 23-2-62, the Board have reiterated that the procedure prescribed in Board's letter No. E(NG)56PMI-4 dated 5-8-57 should be followed i.e. in all cases of Clerks written test should be held whether at the first or the second stage of the Efficiency Bar. These orders are conflicting.



The Board are requested to re-examine the position and confirm, that the intention is that except in cases covered by their letter dated 10-11-61 written test should be held both at the first and second stage of the Efficiency Bar in respect of all clerical staff, as indicated in Board's letter dated 5-8-57.

\* \* \*

18. [ Railway Board's letter No. PC-60/EB-4/1 dated 7-1-1963 ].

*Sub :—Efficiency Bar in the Revised ( Authorised ) Scales of Pay for Workshop (Artisan) Staff.*

Two efficiency bars have been introduced in the authorised scales of pay for Skilled and Semi-Skilled categories instead of one in the prescribed scales of pay. Similarly one efficiency bar has been introduced in the authorised scale of pay for unskilled categories where there was none in the prescribed scale. With the introduction of the second efficiency bar in the case of Skilled and Semi-Skilled grades and one for Unskilled grade, a question has been raised as to what should be the syllabi for the second efficiency bar test in the case of Skilled and Semi-skilled staff and efficiency bar test in the case of Unskilled staff.

The Board have considered this matter and have decided that so far as the first efficiency bar test in the case of Skilled and Semi-skilled staff is concerned, the existing procedure for holding the tests will continue. In the case of second efficiency bar tests for Skilled and Semi-skilled staff and the efficiency bar for Unskilled staff, they have decided that no test need be held but the competent authority will pass orders, after proper scrutiny of each case of workman, to the effect that the workman is fit to cross the efficiency bar and issue a ' fitness certificate ' in his favour.

\* \* \*

19. [ Railway Board's letter No. PC-60/EB-4/1 dated 13-5-1963 ].

*Sub :—Efficiency bar in the authorised scales of pay for Artisan Staff.*

Reference E. Rly's letter No. E. 356/0 dated 28-3-1963. The presumption that the orders contained in Board's letter No. PC-60/EB-4/1 dated 7-1-1963 are equally applicable to artisan staff of all departments is confirmed.

\* \* \*

20. [ Railway Board's letter No. PC-60/CS/1 dated 15-7-1961 ]

*Sub.—Classification of services—changes in classification consequent on revision of the pay structure.*

Consequent upon the revision of the pay scales in the light of the recommendations of the 2nd Pay Commission, the Railway Board have with the approval of the President, decided that :—

- (i) Non-Gazetted posts in railway services should be classified as follows w. e. f. 1st July, 1959 :—

CLASS III.

Non-gazetted posts, the maximum of the authorized scale of which exceeds Rs. 110 per mensem.

CLASS IV.

Non-gazetted posts, the maximum of the authorized scale of which does not exceed Rs. 110 per mensem or which have been placed in this class by special orders of the Railway Board.

- (ii) A railway servant who, on 1st July, 1959 was class... extant orders (including Government of India's decision No. (iii) under Rule 106-RI as belonging to Class III service, but may in accordance with item (i) above, be classified as belonging to Class IV service, should be allowed to retain the Class III status as personal to himself until he continues to hold the post by virtue of which he was specially classified as belonging to Class III service.

2. The above decision will have effect from 1-7-1959 but past cases dealt with otherwise will not be re-opened.

3. Necessary correction slip to the Indian Railways Establishment Code, Vol. I, will be issued separately.

\* \* \*

21. [Railway Board's letter No. PC-60/IC-1/2 dated 20-5-1961]

Re :—Grant of advance increment to probationers in Railway Services, Class I on passing the Departmental examinations.

On the analogy of the provisions contained in Rule 7 of the Indian Administrative Services (Pay) Rules, 1954, and similar provisions in the Indian Police Services (Pay) Rules, 1954, directly recruited probationary officers in the under mentioned Railway services, Class I, in the prescribed junior scale of Rs. 350-350-380-380-30-590-EB-30-770-40-850 were granted advance increments on passing specified departmental examinations, vide Railway Board's letter No. E(GR) 56RCI/25 dated 17-3-1959 :—

- (i) Indian Railway Accounts Service.
- (ii) Indian Railway Service of Engineers.
- (iii) Superior Revenue Establishment of Indian Railways comprising of the following departments :—
  - (a) Transportation (Traffic) & Commercial Deptt.
  - (b) Mechanical Engineering & Transportation (Power) Department.
  - (c) Electrical Engineering Department.
  - (d) Signal & Tele-communication Department.
  - (e) Store Department.

2. On the recommendation of the Jagannadha Das Pay Commission the prescribed scale of Rs. 350-350-380-380-30-590-EB-770-40-850 has been replaced by the authorized scale Rs. 400-400-450-30-600-35-670-EB-35-950 w. e. f. 1st July, 1959. The Board have decided that directly recruited probationary officers in the above mentioned Railway services, Class I, in the authorized scale Rs. 400-400-450-30-600-35-670-EB-35-950 should also be granted advance increments on passing the departmental examination. Accordingly, it has been decided that :

(I) The increments from Rs. 400 to 450 and from Rs. 450 to Rs. 480 respectively in the junior authorized scale Rs. 400-400-450-30-600-35-670-EB-35-950 should be granted as soon as the probationary officer passes each of the examinations shown under (A) and (B) below, respectively.—

A (i) The first departmental examination;

(ii) The examination(s) of the Staff College Baroda scheduled to be passed within the first two years of training if the examination(s) is(are) held before the first departmental examination.

B (i) The second departmental examination (including viva-voce test where prescribed).

(ii) The examination(s) of the Staff College Baroda, scheduled to be passed within the first two years of training if the examination(s) is(are) held before the second departmental examination.

(iii) The language examination.

Where only one departmental examination was prescribed for some time after 1st July, 1959, the first departmental examination will mean such (local) examination(s) as the probationary officers may have been required to pass at/by the end of the first year of training, the departmental examination required to be passed at/by the end of the second year of training being deemed to be the second departmental examination.

(II) After the grant of advance increments as above, the pay of the officer will be regulated according to his position in the time scale and the existing orders governing the regulation of increments on passing the departmental examination and confirmation will apply. For example, no further increments will be admissible to a probationary officer till after his confirmation. Even on confirmation, the next increment raising his pay to Rs. 510 in the time scale of Rs. 400-400-450-30-600-35-670-EB-35-950 will be admissible only in the 5th year of service.

3. The above orders shall have effect from 1st July, 1959, and have the approval of the President.

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22. [Railway Board's letter No. PC-60/ROP-1/27 dated 21st May, 1962.]

*Subject :—Grant of advance increments to probationers in Railway Services, Class I on passing the Departmental Examination.*

In partial supersession of orders contained in para 2 of Board's letter No. PC-60/IC-1/2 dated 20th May, 1961 and item 12 of 2nd note clarifying the intention of Railway Services (Authorized Pay) Rules, 1960 enclosed with Board's letter No. PC-60/ROP-1/15 dated 29th November, 1960, the President has been pleased to direct that in the case of those officers, who had passed the first departmental examination on a date earlier than 1st July, 1959 and who were drawing a pay of Rs. 380 in the existing junior scale on this date, their pay in the authorized scale of Rs. 400-950 shall be fixed at the stage corresponding to Rs. 380 (1st stage) (i.e. Rs. 450) or Rs. 380 (2nd stage) i.e. Rs. 480 according as they had rendered service of less than one year or one year or more on a pay of Rs. 380 on 1st July, 1959. Such of those officers whose pay in the authorized scale is fixed at Rs. 450 on this basis, shall, on their passing the second departmental examination on a date subsequent to 1st July, 1959, be eligible to an advance increment raising their pay to Rs. 480. In the case of others, whose pay is fixed at Rs. 480 on 1st July, 1959, their pay on passing the second departmental examination after 1st July, 1959 may be raised to Rs. 510.

2. Refixation due in terms of above should be made and arrears paid as early as possible.

23. (Railway Board's letter No. PC-60/PS-5/OS-4 dated 19th August, 1960.)

*Sub :—Rules for recruitment of Stenographers.*

The Railway Board have reviewed the rules for recruitment of Stenographers on Indian Railways. They have now decided to lay down the, following rules, in partial modification of the instructions contained in their letter No. E(NG). 56RCI/9 dated 22nd June 1957, to govern the recruitment of Stenographers in the lowest grade :—

- (a) Appointment to the lowest grade of stenographer will be made on the basis of an examination to be conducted by the Railway Service Commission.
- (b) The examination will be competitive except for Schedule Castes and Tribes for whom it will be qualifying.
- (c) The subject of the examination, the time allotted and the maximum marks for each subject will be as follows :—

Subject.	Marks.	Time.
(i) English Grammar (including punctuation and spelling-) precis writing, simple drafting, etc. .. ..	100	2½ hrs.
(ii) Dictation in short hand and transcription of the same ..	200	

The paper in English will be designed to test the candidates' knowledge of grammar and composition and, generally, his ability to write and understand correct and idiomatic English and will include precis writing, simple drafting, etc.

Candidates will be given three dictation tests, one at 120 w.p.m. for 7 minutes, another 100 w.p.m. for 10 minutes, and the third at 80 w.p.m. for 15 minutes, which they will be required to transcribe in 45, 50 and 55 minutes respectively.

- (d) The Commission will have discretion to fix qualifying marks in any or all subjects at the examination. Normally however, 40% in English, and 55% in Dictation in shorthand and transcription thereof, would be regarded as the qualifying marks.
- (e) Candidates who satisfy the minimum qualifying standard the dictation at 120 w.p.m. will rank above the candidates who obtain the same standard in dictation at 100 words per minute, and candidates who satisfy the minimum qualifying standard in the dictation at 100 words per minute will rank above the candidates who obtain the same standard in the dictation at 80 words per minute ; candidates in each group being arranged *interse* in order of their merit as disclosed by the aggregate marks awarded to the candidates.
- (f) Candidates who satisfy the minimum qualifying standard in the dictation at 80 words per minute would be started on the minimum of the grade. Candidates who satisfy the minimum qualifying standard in the dictation at 100 words per minute and 120 words per minute will, however, be given two and four advance increments respectively.

Two specimen examination papers for Item (c) above are enclosed for your guidance.

## SPECIMEN EXAMINATION PAPER.

### ENGLISH.

Time allowed—2½ hours

Maximum Marks—100.

Candidates should attempt *All* questions.

The number of marks carried by each question is indicated at the end of the question.

Answers must be written in English.

1. There is one axiomatic matter which it should hardly be necessary to impress on all concerned with education, whether politicians, administrators, taxpayers or parents, and that is the paramount importance of the teacher. It does not matter from what aspect we may approach any educational problem, we shall always find that the teacher is the main issue and the determining factor. If it is a question of finance, what we pay our teachers will determine at least two-thirds of the total expenditure. If it is a question of how long it will take to improve our existing arrangements or to launch new developments, the standards we prescribed in regard to the minimum qualifications of our teachers will determine the time it will take. If, above all, we are concerned with the success of our educational system, that will depend in the end on the teacher and the teacher alone.

The children may be intelligent and responsive (there is, in my opinion very little wrong with Indian children in these respects), the parents may be co-operative (the position here is less satisfactory) the administering authorities may be enlightened (which is not always the case), the buildings may be well designed, the equipment good in quantity and quality and all the essential adjuncts in the way of medical services, meals, playgrounds, etc., may be generously provided (which is yet unusual), but if the teachers are not up to their job, the final result will be failure. There is nothing whatever that will compensate for inefficiency on the part of the teachers.

It has always struck me as strange that what ought to be one of the most self-evident of all platitudes should need emphasizing in all countries and particularly in India, which in the past had a high regard for learning and where the guru enjoyed the respect and often the veneration of great and small. And yet after well over thirty years in the service of education, I am still doubtful whether the world at large or India in particular realizes how vitally important it is to entrust the rising generation to the right kind of teachers. The community hands over to the teacher for a considerable proportion of their working hours what it, or most members of it, regard as its most valuable asset, i.e., its children. When school life begins, the moulding of this precious material passes very largely into the hands of the teacher. It is inevitable that it should be so. For there is a moral and spiritual side of education, which in my opinion is even more important than the intellectual or physical side. Some people maintain that this is the business of the home; it may be so and in many cases I know that parental responsibility in this respect is faithfully discharged. But the fact remains that whether parents do their duty or whether they neglect it or whether conscious of their limitations they prefer to hand it over to the school, the teacher as a moral preceptor is bound to come in. And I am convinced that it is not only right and proper that he or she should do so but also that it is impossible to limit in any way the teacher's influence on the all-round development of the children committed to his or her charge. Good teaching can never be impersonal: the personality of the good teacher, whether he desires it or not, will influence the whole outlook of his pupils their spiritual no less than their mental and physical growth. That is why what are called mechanical aids to learning such as the cinema, the radio, the magic lantern, the epidiascope the chart, etc., can never supplant the teacher, even though we may make, as we shall be wise to do, the fullest use of this valuable help which science has placed at our disposal. This is also why the teacher both inside the classroom and outside should always be careful of what he does and says of the example, for instance, which he sets in such matters as personal hygiene, because so long as he is under observation by his pupils, so long will he be influencing and contributing to directly or indirectly, the process of their education and the verification of their characters. (715 words).—30.

2. Write a short note (about 500 words), Suitable for official use, on any one of the following :—

- (a) Cottage industries in India.
- (b) The place of sports in education.
- (c) The radio.
- (d) Hostel life.

30

3. Re-write the following passage, correcting any spelling mistakes you find in it. Do not make any other changes.

I feel awkward in writing to you on this unhappy occassion. I regret I have not been able to fulfill all the commitments into which I entered when I got accomodation in your banglow. The fault, however, has been that of your clerk. He is not a very desirable person and it has sometimes occured to me that he has deliberately ommitted to send you the rent. I request that we meet soon , preferrably next Monday.

10

4. Re-write the following passage, putting in the necessary punctuation, quotation marks and capital letters :—

I am a dead man hardly said neson i am going fast It will be all over with me soon come nearer to me let my dear lady hamilton have my hair and all other things belonging to me.

10

5. Make sentences to bring out the difference in meaning of five of the following pairs of words :—

Ancient, old; cool, cold; credible, credulous; custom, habit; gracious, graceful; healthy, healthful; sick, sickly; wilful, willing.

10

6. Correct the mistakes in the following sentences. Do not make any unnecessary changes.

- (a) Our government wishes to progress the nation through the Second Five-Year Plan.
- (b) He who has suffered most in the cause, let him speak.
- (c) He never has, and never will, take such strong measures.
- (d) I never remember having met him.
- (e) The students complained against the new timetable.
- (f) He wants to dispose off his house if he can get a good price.
- (g) You only are responsible for this tragedy.
- (h) The sceneries in Kashmir are very beautiful.
- (i) There are always two sides of a question.
- (j) He will always be remembered for his brave works.

## SPECIMEN EXAMINATION PAPER—II.

### ENGLISH.

Time allowed—2½ hours

Maximum marks—100.

Candidates should attempt *All* questions.

The number of marks carried by each question is indicated at the end of the question.

Answers must be written in English.

1. Write a precis of the following passage in about 230 words. The precis should be written on the special sheets provided.

Broadly speaking, films may be said to have three main objectives namely, education, recreation and propaganda. All these objectives are of utmost importance in our everyday life. Films can play a great part in the spread of education provided they are really educative and make the right approach to pupils. While I am talking of education, I have not only child education in mind but also the education of the grown-ups. Education does not mean only literacy. It is much more than that. After all, books can give only a part of the knowledge which it is desirable for man to acquire. For more than books, it is the experience, the contacts and the environment which go to constitute an individual's knowledge. Films can help us in acquiring knowledge from all these different sources especially because they can extend to incredible limits the field of our visual and auditory experience. It is a truism that things which we see with our own eyes influence us far more than things about which we hear from others. What we see on the screen may not leave as lasting an impression on us as things which we see in our actual life, but, nevertheless, scenes on the screen are certainly more effective than descriptions we read in print or hear about.

Films do, of course, provide recreation. But recreation can be of many kinds. There is recreation which besides being entertaining is also educative. There can also be something which is recreative but morally injurious. I cannot claim to have seen many films. Actually, I have not had many occasions to see them. But I am told by many friends that quite a number of our films belong to the latter category and that far from being a genuine source of recreation or education, they only stimulate evil passions. Such films have a particularly bad effect on younger minds. Such films may, of course, be more popular than others. It is also possible that they may be more paying. It might be said by some that films are produced on a commercial basis and the producers, therefore, produce only what is in demand. It might also be said that since the principal function of the cinema is to provide entertainment, the producers have naturally to be guided by popular taste.

All these moot points might be adduced for the sake of argument. But I would like to point out to those connected with our cinema industry that if they want to render real service to the public, all these arguments should be of little consequence to them. At any rate, these are secondary considerations. The primary consideration must be service to the people. No service can be real unless it safeguards the genuine interests of those who are sought to be served. I would, therefore, request film producers to ponder over this and ask themselves whether they are really performing this important service. Their aim has to be the service of the people and this aim is not necessarily incompatible with commercial success. But commercial success without the ideal of service is hardly worth anything.

When one is guided by selfish motives, one may try to do something which is in one's own interest even though it is against the interests of society. Society has to call such a person to account. Different countries evolve their own penal codes to check the tendency of the individual to gain at the expense of society. In an ideal society of course, there is no need for a penal code. An ideal society for me is a society in which every individual is so disciplined as to have full control over himself so that he does not require any extraneous

press re fear to make him pursue the path of righteousness. But so far we do not know of a society of this description. That explains the need of a penal code in every country. I feel it is important that we evolve a code for film producers in our country. This code will protect not only the interests of society but also raise the quality of our films. 30  
(693 words.)

2. Write a short note (in about 500 words), suitable for official use, on any one of the following :—

- (a) Forests as national wealth.
- (b) Exhibition.
- (c) Youth hostels.
- (d) Careers for educated women.

30

3. Re-write the following passage, correcting any spelling mistakes you find in it. Do not make any other changes.

I regret I am not able to fall into ecstasy over the Committee's recommendations. They have altogether omitted to discuss the question of proper accommodation for the battallion in the area. They have hardly taken notice of the very unhygenic conditions in which we are all living. Their reference to the good form of the atheletes is almost embarassing. No one is likely to be benefitted by such a report.

10.

4. Re-write the following passage, putting in the necessary punctuation, quotation marks and capital letters :—

On going down in the morning I found my aunt at breakfast she looked up and said i have written to him to whom i replied to your father inlaw said my aunt i have sent him a letter he must attend to or he and i will quarrel does he know where i am aunt i enquired.

10

5. Make sentences to bring out the difference in meaning of five of the following pairs of words :—

battle, war; sick, sickly, genius talent; decided, decisive; doubt, suspect; hope, expect; destiny, destination; elementary, elemental.

10

6. Correct the mistakes in the following sentences. Do not make any unnecessary changes.

- (a) My father grudges against paying me pocket-money.
- (b) Your result will depend on how you exert.
- (c) The rest of the party was here.
- (d) Neither they not I am right.
- (e) Twenty years are a long period.
- (f) India imports a lot of machinerries.
- (g) English is hard to be taught.
- (h) I was rather impressed by the manner of the speaker than by his matter.
- (i) I congratulate you for your success in the examination.
- (j) A piano was sold to the lady with carved legs.



24. [ Railway Board's letter No. PC-60/PS-5/OS/4-1 dated 19-8-1960 and No. PC-62/PS-5/OS/16 dated 3-1-63.]

**Sub : Grant of advance increment to Stenographers.**

The Railway Board have, for some time been considering the question of granting some incentive to the Stenographers, who have improved their efficiency. They have now decided, with the approval of the President, as follows :

- (i) the lowest grade of stenographers in service should be allowed to sit for the examination for recruitment to the lowest grade of stenographers, to be held by the Railway Services Commission, in accordance with the Railway Board's letter No. PC-60/PS-5/OS/4 dated 19-8-60 addressed to Railway Service Commission and copy endorsed to you.
- (ii) the examination will be a qualifying examination for the serving stenographers in question ;
- (iii) the serving stenographers in question who satisfy the minimum qualifying standard in dictation at 100 w. p. m. and 120 w. p. m. should be granted two and four advance increments respectively from the 1st of the month following the month in which the prescribed examination is completed.

\* \* \* \* \*

25. [ Railway Board's letter No. PC-60/PS-5/OS-4 dated 5-6-1961. ]

**Re :—Grant of advance increments to Serving Stenographers in the lowest Grade.**

In accordance with the Railway Board's letter No. PC-60/PS-5/OS/4-1 dated 19-8-1960 serving Stenographers in the lowest grade are to be granted two and four advance increments if they pass the examination (English and dictation in shorthand and transcription of the same) as detailed in Board's letter No. PC-60/PS-5/OS/4 dated 19-8-1960, with minimum qualifying standard in shorthand at 100 w.p.m. and 120 w.p.m. respectively.

Railway administrations/Railway Service Commissions have raised some points in connection with the above mentioned orders. The Board have considered the points raised and have decided as follows—

(1) (a) The examinations may not be held more often than once in 6 months or less often than once a year.

(b) Every stenographer may be given three chances in all to appear for the examination. In the case of those recruited through Railway Service Commission after 19-8-1960, the examination conducted at the time of recruitment should count as the first chance. In the case of those stenographers in the lowest grade on the Railways who have passed or may pass the stenographers' examination held by the U. P. S. C. for appointment to posts in the grade of Authorized Scale Rs. 210-530 with 100 w.p.m. may be given two chances to qualify with 120 w.p.m. (Stenographers belonging to Scheduled Castes and Scheduled Tribes, however, may be given one more chance than the rest).

(2) Serving stenographers who are officiating in the next higher grade of stenographers will also be eligible for the grant of advance increments in the lower grade and should, therefore, be allowed to appear in the examination for the grant of advance increments prescribed above.

(3) (a) Stenographers in the lowest grade on the Railways, who have passed or may pass the Stenographers' Examination held by the U. P. S. C. for appointment to the posts in Rs. 210-530 in the Railway Board or its attached offices may be exempted from the examination prescribed for the grant of advance increments and may be granted two or four increments in Authorized scale Rs. 130-300 according as they have passed the U. P. S. C. examination with 100 w.p.m. or 120 w.p.m. from the month following the month in which the results of the U. P. S. C. examination were declared or 19-8-1960 whichever is later.

(b) Serving stenographers who have passed the examination prescribed in Board's letter No. PC-60/PS-5/OS/4 dated 19-8-1960 at the time of initial recruitment and those who have obtained 50% of the marks in English in the Stenographers examination conducted by the U. P. S. C. for appointment to posts in Prescribed Scale Rs. 160-330/Authorized Scale Rs. 210-530 in the Railway Board or its attached offices, as also those stenographers who have obtained 50% of the marks in English in any one of the examinations held by Railway Service Commissions for the grant of advance increments, may be exempted from appearing again in English in the subsequent examinations.

(c) Except as provided above, no serving stenographer in the lowest grade shall be exempted from any part of the examination prescribed for the grant of advance increments, irrespective of the examination(s), if any, in English and/or dictation in shorthand and transcription of the same which he may have passed or may pass at the time of recruitment/appointment as stenographer.

(4) Stenographers in service, who are granted advance increments in terms of these orders, will draw their normal annual increments on the due dates, i.e. the date on which they would accrue but for the grant of the advance increments.

3. As regards para 5(c) of\* your letter No. RG60SS dated 14th January, 1961, your attention is invited to Board's letter No. E(NG)57RCI/100 dated 19-10-1957,

\* For Rly. Service Commission, Madras only.

\* \* \*  
26. [ Railway Board's letter No. PC-62-PS-5/OS-I dated 26-9-1962 ]

Sub: *Grant of advance increments to serving stenographers in the lowest Grade.*

Reference Railway Board's letter No. PC-60/PS-5/OS/4-I dated 19-8-1960. A point has been raised whether a serving stenographer who qualifies in the tests at 100 words per minute and 120 words per minute at some interval should be granted four or six advance increments in all. The Board desire to make it clear that when a serving stenographer in the lowest grade passes the qualifying examination (English and dictation in shorthand and transcription of the same) with minimum qualifying standard in shorthand at 100 w.p.m. and subsequently at 120 w.p.m. he will be entitled to two advance increments on each occasion; the maximum number of increments admissible to the stenographer should be four only.

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27. [ Railway Board's letter No. PC-62/PS-5/OS-13 dated 11-12-1962. ]

Sub: *Rules for recruitment of Stenographers.*

In partial modification of the orders contained in their letter No. PC-60/PS-5/OS-4 dated 19-8-1960, the Board have decided that the duration of the dictation tests may be reduced from 15 minutes, 10 minutes and 7 minutes to 10 minutes, 7 minutes and 5 minutes for speed tests in 80 w.p.m., 100 w.p.m. and 120 w.p.m. respectively and the time allowed for transcription thereof reduced from 55, 50 and 45 minutes to 37, 35 and 32 minutes respectively.

In regard to your recommendation that the standard of the test in English should be lowered, the Board have observed that the model test paper enclosed with Board's letter referred to above was drawn up keeping in view the minimum necessary proficiency in this language which stenographers should acquire in order to be able to carry out their duties efficiently. While there would be no objection to your making slight modifications to suit your needs, the Board desire that you should ensure that the standard is not unduly lowered.

28. [ Railway Board's letter No. PC-60/LE-5 dated 24-9-1960. ]

*Sub : Counting of Maternity Leave for Increments -In the case of temporary and Officiating Railway Servants.*

The Railway Board have accepted the recommendations of the Pay Commission made in paragraph 21, Chapter XXXVI, of their report that the maternity leave should be allowed to count for increments in the case of temporary and officiating service also. Accordingly, maternity leave granted to female Railway servants under the provision of Rule 2266 (SR 267)-R. II may be allowed to count for increment in the post in which the Railway servant was officiating at the time of proceeding on such leave, provided it is certified that the railway servant concerned would have continued to officiate in that post or a post on the same time-scale but for proceeding on such leave. These orders have the approval of the President and would take effect from 2nd August, 1960.

2. The necessary amendment to the Railway Fundamental Rules will be issued in due course.

29. [ Railway Board's letter No. PC-60/PS-7/WS-7 dated 23-6-61 ].

*Re : Incentive Scheme of Payment in Railway Mechanical Workshops.*

Reference Railway Board's letter No. 58/814/33/M (Prod.) dated 3rd December, 1959.

The Railway Board have, for some time, been considering whether, as a consequence of the introduction of the authorized scales of pay involving merger of bulk or whole of the dearness allowance into pay, any change should be made in the bonus payable to staff under the incentive scheme. As a result of careful consideration the Board, with the approval of the President, have decided that, w. e. f. 1-7-1961, the following hourly rates should be adopted for calculating the amount of Incentive bonus payable to the various categories of staff, in supersession of the rates of 'standard basic wages' as appearing below item 2(c) of the annexure to the Board's letter of 3-12-1959, referred to above :

Category.	Authorized Scales of Pay.	Revised hourly rates
	Rs.	nP.
Chargeman Gr. I .. ..	335—15—425 .. ..	147
Chargeman Gr. II .. ..	250—10—290—15—380 .. ..	120
Chargeman Gr. III .. ..	205—7—240—8—280 .. ..	90
Highly Skilled Gr. I .. ..	175—6—205—7—240 .. ..	75
Mistry Gr. I .. ..	150—5—175—6—205—EB—7—240.	70
Mistry Gr. II .. ..	130—5—175—EB—6—205—7—212.	60
Highly Skilled Gr. II .. ..	130—5—175—EB—6—205—7—212.	60
Skilled above EB Stage.. ..	147—4—171—EB—4—175—5—180.	60
Skilled upto EB stage .. ..	110—3—131—4—143 .. ..	40
Semi-skilled .. ..	75—1—85—EB—2—95—3—101—EB—3—110.	25
Unskilled .. ..	70—1—80—EB—1—85 .. ..	20

30. [ Railway Board's letter No. PC-61/HF-4/1-dated 19-4-1961 ].

Sub : *Liberalisation of Rules regulating the Grant of Advances from Consolidated Fund of India for Building etc., Houses.*

In paras 7-8 of Chapter XL of their report, the Commission have made two recommendations for liberalisation of the rules for grant of advances to employees for construction of houses. The Railway Board have examined these recommendations and taken the following decisions with the approval of the President.

(1) *Increase in the Minimum Amount of House Building advance in the Case of low Paid Employees (including Class IV Employees).*

The Commission have recommended that a minimum of Rs. 4,800 may be allowed under House Building Advance Rules for enlarging construction or purchase of houses in cases where the 24 months' pay (including dearness pay, if any) of an employee is less than this amount. The Railway Board have accepted this recommendation and have decided, in partial modification of para 29(4) of Chapter XVI of Indian Railway Establishment Manual, that in cases where an advance calculated on the basis of 24 month's pay (including dearness pay, if any) of a Railway servant including those in Class IV service is less than Rs. 4800 an advance may be granted to him upto Rs. 4,800, provided the entire amount of the advance plus interest thereon can be recovered from him partly by convenient monthly deductions from his salary such an instalment not exceeding 33 1/3 per cent of this pay and partly from any Government contribution and special contribution/gratuity that may be admissible to him.

(2) *Extension of the period of Repayment of House Building Advance and interest thereon in the case of low paid railway servants.*

The Commission have also recommended that the period of recovery of house building advance plus interest thereon might be suitably increased in cases where the amount of advance exceeds 24 months' pay, as referred to in sub para (1) above, in order to avoid hardship to the low paid employees. The Railway Board have carefully considered this recommendation and feel that the maximum period of recovery of house-building advance plus interest thereon prescribed under the House Building Advance Rules, viz. 20 years, is already sufficiently long especially keeping in view the date from which a Railway servant normally thinks of availing himself of an advance and that no further extension of this period is considered justifiable.

The necessary correction slip to para 29 Chapter XVI of the Establishment Manual regarding (1) above will be issued separately.

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31. [ Railway Board's letter No. PC-61/HF-4/1 dated 3-10-1961 ].

Subject : (1) *Encouragement of Employees to Build their own Houses on a Co-operative Basis-*  
(2) *Assistance to Employees by Providing developed Building Sites in the vicinity of Offices etc.*

In para 8 of Chapter XL of their Report, the Jagannadha Das Pay Commission have made two recommendations regarding encouragement of employees to build their own houses on a Co-operative basis and assisting them by providing developed building sites in the vicinity of their offices etc.

The Railway Board have considered these recommendations and taken the following decisions thereon :—

(1) *Assistance to Railway Employees to build their own Houses on a Co-operative basis.*—The commission have recommended that the employees should be encouraged and assisted to build their own houses on a co-operative basis. The board have decided that in accordance with the recommendations of the Pay Commission, active encouragement should be given to railway servants to build houses on a co-operative basis. Where co-operative Housing Societies do not already exist but where the need for such societies is felt by the Railway employees, they should be encouraged to form such societies as already advised in the Board's letters No. E(Co-op/55/HS/1 dated 22-2-55 and (ECo-op)/55/ORGN/58 dated 31-8-1957.

(2) *Assistance to Railway Servants by Providing them Developed Sites around the vicinity of their Offices, workshops, etc.*—The commission have recommended that the employees should be assisted in acquiring developed sites in the neighbourhood of the offices, workshops, etc. after keeping in view the housing needs of the future generations of the employees for which sufficient land would have to be kept free in the neighbourhood of offices, workshops, etc. to enable the Government, in course of time, to develop its own estates for its employees. The need to make such developed sites available has already been recognised by the Government of India by extending the scope of Low Income Group Housing Scheme under which short term loans are given to the state Governments etc. to enable them to undertake bulk acquisition and development of land with a view to provide suitable housing sites to the intending house builders. It is open to the Railway servants to apply to the State Governments/Union Administrations for allotment of these plots for construction of houses as already advised in the Board's letter No. E(Co-op)/55/ORGN/58 dated 31-8-1957.

2. The instructions already issued by the Board as referred to above should be borne in mind while implementing the recommendations of the new Pay Commission as in preceding para.

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32. [ Railway Board's letter No. PC-60/CA-2/7 dated 4-12-61 ].

*Sub : Grant of Washing Allowance.*

The Railway Board have considered the observations/recommendations contained in para 7 of Chapter XLII of the report of the Jagannatha Das Pay Commission in regard to the grant of Washing Allowance to Railway Staff. The existing practice on the Railways accords generally with the observations made by the Pay Commission. Although the Commission have recommended that Railway staff drawing a basic pay above Rs. 150 p.m. should not be entitled to claim re-imbursement of the Washing charges, the Board have decided that the Washing Allowance at present admissible to staff car Drivers, the only category of staff the maximum of whose scale of pay exceeds Rs. 150, may continue to be paid to them.

As regards the recommendation regarding the rate of Washing Allowance, the Board desire that the adequacy or otherwise of the existing rates of Washing Allowance may be reviewed by the General Managers.

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33. [ Railway Board's letter No. PC-60/PS-5/MH-3 dated 2-3-62 ].

*Sub :—Railway services (Authorised Pay) Rules 1960—Medical Department—  
(Assistant Surgeons and Assistant Medical Officers).*

The Railway Board have received several representations from Railway doctors urging that their scales of pay, prospects of promotion and status should be improved. Suggestions have also been received that the Railway Medical Staff should be placed on par with the staff of the Contributory Health Scheme of the Central Government both in regard to the scales of pay and the grant of non-practising allowance. The Railway Board have given the matter very careful consideration and have decided as follows :—

(1) The authorized scales of pay of Assistant Surgeons and Assistant Medical Officers notified vide Board's letter No. PC-60/PS-9B/6 dated 18-1-61 should be treated as final.

(2) Private practice amongst general public at present permitted to be conducted by Assistant Surgeons and A. M. Os should be prohibited, but private practice amongst (i) families of Railway employees drawing pay of Rs. 150 per month and over at their residence, (ii) passengers who take ill while on travel and (iii) outsiders who may be admitted as indoor patient or for surgical treatment in Railway hospitals, should continue as hitherto. The extant rules regarding the apportionment and retention of fees charged for attendance on passengers/outside referred to, should be applicable as hitherto.

(3) A restricted non-practising allowance on the following scale, should be granted to Assistant Surgeons and Assistant Medical Officers :—

(a) Specialists like Anaesthetists, Radiologists, Dentists, Ophthalmologists, Pathologists, etc., who by the very nature of their profession are not likely to have any general practice :—

(i) Rs. 125 per month for those drawing pay upto and inclusive of Rs. 500 per month.

(ii) Rs. 175 per month for those drawing pay above Rs. 500 per month.

(b) Other Assistant Surgeons and A. M. Os :—

(i) Rs. 75 per month for those drawing pay upto and inclusive of Rs. 500 per month.

(ii) Rs. 100 per month for those drawing pay above Rs. 500 per month.

(4) Assistant Surgeons after 5 years service shall hold the honorary Gazetted rank and shall be entitled to the usual privileges granted to Gazetted Officers in matters such as passes, allotment of quarters.

(5) To improve the prospects of Assistant Surgeons, the cadre of the A. M. Os should be reconstituted as explained in para 3 below.

2. The orders relating to private practice and the grant of non-practising allowance vide items (2) and (3) of para 1 above, will have effect from 1st March, 1962 and have the sanction of the President.

3. In regard to item (5) of para 1 above, you may make the necessary review on the basis of the worth of charge of the different posts of Assistant Surgeons and submit your recommendations for upgrading some of them to class II. In this connection, it is stated for general guidance that the more important charges of Assistant Surgeons, i. e., the larger headquarter units, the subdivisional or sub-district hospitals of a sizeable magnitude, specialists at headquarters and divisional hospitals, etc. should be considered for upgradation.

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34. [Railway Board's letter No. PC-60/PS-5/MH/3 dated 6-7-62].

Sub :—Railway Services (Authorised Pay) Rules, 1960—Medical Department—  
(District Medical Officers).

Reference Railway Board's letter of even number dated 2-3-1962, which contained orders regarding the authorised scales of pay applicable to Assistant Surgeons and Assistant Medical Officers etc. and private practice, restricted non-practising allowance, honorary gazetted status etc. The Railway Board have considered the scale of pay of District Medical Officers and the grant of non-practising allowance to them as also the Medical Officers working as P. As to Chief Medical Officers and Malariologists and have decided as under :—

(i) The authorized scale of pay of District Medical Officers notified vide Board's letter No. PC-60/PS-9B/6 dated 28-4-61 should be treated as final.

(ii) Private practice amongst general public at present permitted to be conducted by District Medical Officers should be prohibited, but private practice amongst (a) families of Railway employees drawing pay Rs. 150 per month and over at their residence, (b) passengers who take ill while on travel and (c) outsiders who may be admitted as indoor patients or for surgical treatment in Railway hospitals, should continue as hitherto. The extant rules regarding the apportionment and retention of fees charged for attendance on passengers/outside referred to, should be applicable as hitherto.

(iii) The District Medical Officers should be granted from 1-8-1962 a restricted non-practising allowance of 20 percent of Pay.

2. The Medical Officers who work in offices as PAs to Chief Medical Officers or as Malariologist should be granted restricted non-practising allowance appropriate to their status (as A. M. O. or D. M. O. as the case may be).

3. This has the sanction of the President.

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35. [Railway Board's letter No. PC-60/PS-5/MH 3 dated 25-7-62].

Subject :—*Railway Services (Authorised Pay) Rules, 1960—Schedules of existing and authorised scales of pay—Medical Department—Assistant Surgeons.*

Reference para 1(4) of Board's letter of even number dated 2-3-1962. A question has been raised whether retired doctors, who are re-employed as Assistant Surgeons, should be granted the honorary gazetted rank. The Board have considered the matter and have decided that the service rendered by the re-employed Assistant Surgeons prior to their retirement should be counted for purpose of conferment of honorary gazetted rank to them.

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36. [Railway Board's letter No. PC-60/PS-5/MH-3 dated 6-8-62].

Sub :—*Railway Services (Authorised Pay) Rules, 1960—Schedules of existing and authorised scales of pay—Medical Department—Doctors.*

In partial modification of the orders contained in para 2 of their letter of even number dated 6-7-62, the Board have decided that the Medical Officers who work in offices as P. As to the Chief Medical Officers, should be granted non-practising allowance at the rate of 25% of pay.

2. The above decision has the sanction of the President.

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37. [Railway Board's letter No. PC-60/PS-5/MH-3 dated 17-10-62].

Sub :—*Railway Services (Authorised Pay) Rules, 1960—  
Medical Department—Railway Doctors.*

Reference Railway Board's letters of even number dated 2-3-1962 and 6-7-1962. A question has been raised whether restrictions imposed on private practice amongst the general public for the Railway Doctors should also apply to those on the prescribed scales. The Board desire to make it clear that their orders prohibiting private practice (except to the extent permitted) are applicable to all Railway Doctors irrespective of whether they are drawing pay in the prescribed scales or authorised scales.

38. [Railway Board's letter No. PC-62/PS-5/MH-1/II dated 5-11-62].

*Sub :—Railway Services (Authorised Pay) Rules, 1960—Schedules of existing and authorised scales of pay—Medical Department—Assistant Surgeons and Assistant Medical Officers.*

Reference Railway Board's letter No. PC-60/PS-5/MH-3 dated 2-3-1962. The Railway Board have, for sometime, under consideration the following points :—

- (i) Whether restricted non-practising allowance at the rate admissible to Specialists should be granted to those Assistant Surgeons, Assistant Medical Officers who are 'specialists' but perform general duties.
- (ii) Whether Assistant Surgeons who have been conferred Honorary Gazetted status should be called Assistant Surgeon (Honorary Gazetted) or Assistant Medical Officer (Honorary).

They have now decided that :—

- (i) The higher rate of restricted non-practising allowance should not be granted to Physicians and Surgeons Specialists who perform general duties.
- (ii) Assistant Surgeons who have been granted the Honorary Gazetted status may be called Assistant Medical Officer (Honorary).

39. [Railway Board's letter No. PC-62/LG-3/12 dated 27-2-63].

*Sub :—Railway Services (Authorised Pay) Rules, 1960—  
Medical Department—Assistant Surgeons.*

Reference Board's letter No. PC-60/PS-5/MH-3 dated 2-3-1962.

2. The Board desire to clarify that the Assistant Surgeons on acquiring Honorary Gazetted status shall be entitled to the usual privileges granted to Gazetted officers in regard to Privilege Passes and P. T. Os and allotment of quarters only. The rest of the service conditions shall however, be the same as applicable to Class III staff. Accordingly, the word 'etc.' appearing at the end of item 4 of para I of Board's letter referred to above may be deleted.

40. [Railway Board's letter No. PC-62/PS-5/MH-8 dated 16-4-63].

*Sub :—Railway Services (Authorised Pay) Rules, 1960—  
Medical Department—Grant of non-practising allowance to Railway Doctors.*

Reference Railway Board's letters No. PC-60/PS-5/MH-3 dated 2-3-1962, 6-7-1962 and 6-8-1962. Some Railway Administrations have sought Board's clarification on the following points :—

- (i) Whether restricted non-practising allowance is admissible to re-employed Railway Doctors ?
- (ii) Whether restricted non-practising allowance is admissible to Railway Doctors who have retained pre-31 or prescribed scales of pay ?



- (iii) Whether the amount of pensionary equivalent can be taken into account for calculating restricted non-practising allowance?
- (iv) Whether restricted non-practising allowance can be treated as pay for the purpose of SRPF, house rent allowance, compensatory (city) allowance, special contribution to Provident Fund, recovery of house rent and leave salary?
- (v) The date from which Board's orders contained in their letter No. PC-60/PS-5/MH-3 dated 6-8-1962 are effective.

2. The Board have considered all these points and they desire to clarify that :—

- (i) Re-employed Railway Doctors will be eligible for restricted non-practising allowance with reference to the pay drawn from time to time during re-employment.
- (ii) Restricted non-practising allowance will be admissible to Railway Doctors irrespective of whether they are governed by the pre-1931, ex-company, ex-State Railway, prescribed or authorised scales of pay.
- (iii) The amount of pensionary equivalent or pension should not be taken into account for determining the restricted non-practising allowance.
- (iv) The amount of restricted non-practising allowance should be treated as pay for the purposes of recovery of Provident Fund, payment of House Rent and Compensatory (city) allowances special contribution to Provident Fund, leave salary and recovery of house rent.
- (v) The orders contained in Board's letter dated 6-8-1962 are effective from 1st August, 1962.

41. [Railway Board's letter No. PC-63/PS-5-MH-14 dated 6-11-1963].

*Sub :—Grant of Non-Practising Allowance to Medical Officers working as Malariologists.*

Reference Board's letters No. PC-60/PS-5/MH-3 dated 6-7-62 and 6-8-62. A doubt has been raised whether the Assistant Medical Officer (Health) who performs the function of a Malariologist should be granted non-practising allowance appropriate to his status or at the rate of 25% of the pay. It is clarified that such Assistant Medical Officer who is drafted to do malarial work, (as distinct from staff specially recruited for malarial work), should be granted non-practising allowance appropriate to his status only.

42. [Railway Board's letter No. PC-63/PS-5/MH-2/1 dated 18-11-1963].

*Sub :—Railway Services (Authorised Pay) Rules, 1960—Medical Department—Grant of non-practising allowance to PAs to Chief Medical Officers.*

Reference Board's letter No. PC-60/PS-5/MH-3 dated 6-8-1962 and para 2 (V) of their No PC-62/PS-5/MH-8 dated 16-4-1963. A point has been raised whether the payment of non-practising allowance to PAs to Chief Medical Officers should be made from 1-3-1962 as has been allowed in the case of Assistant Surgeons and Assistant Medical Officers.

2. It is clarified that the Assistant Medical Officers working as P.As to Chief Medical Officers are eligible to draw restricted non-practising allowance at the rates prescribed in Board's letter No. PC-60/PS-5MH-3 dated 2-3-1962 for the period from 1-3-1962 to 31-7-1962 and at the rate of 25% of their pay from 1-8-1962. The District Medical Officers working as P.As to Chief Medical Officers will, however, draw non-practising allowance only with effect from 1-8-1962.

43. [Railway Board's letter No. PC-59/PS-9B/3 dated 7-8-61].

*Sub :—Revised rates of stipend to special class Apprentices on Railways.*

Reference Railway Board's letter of even number dated 1-4-1961. The Railway Board have since reviewed the rates of stipend of the Special class Apprentices and have decided that the existing rates of stipend should be revised as under :—

Year.	Rate of stipend.
	Rs.
First .. .. .	125
Second .. .. .	125
Third .. .. .	175
Fourth .. .. .	175
Fifth* .. .. .	250
Sixth* .. .. .	250

\* Applicable to Apprentices recruited through the examination held upto 1960.

On being brought over to the revised rates of stipend, the Special Class Apprentices will draw the revised rates of dearness allowance appropriate to the revised rates of stipend.

2. These orders will take effect from 1-7-1961.
3. The above orders have the sanction of the President.

44. [Railway Board's letter No. PC-59/PS-9B/3 dated 1-4-63, 25-6-63, 27-7-63, 12-11-1963 and 12-12-1963].

*Sub :—Revised rates of stipend to Apprentices and trainees—on Railways.*

Consequent on the introduction of authorised scale of pay, the Railway Board have had under consideration the revision in the rates of stipend to Apprentices and Trainees on Railways. The revised rates of stipend to them as decided by the Board are detailed in the schedule forwarded herewith. These will take effect from 1st April, 1963.

2. On being brought over to the revised rates of stipend, the Apprentices and Trainees will draw the revised rates of dearness allowance appropriate to the revised rates of stipend.

The above has the sanction of the President.

**SCHEDULE OF EXISTING AND AUTHORISED RATES  
OF STIPEND FOR APPRENTICES AND TRAINEES.**

Existing Designation.	Existing rate of stipend.	Revised Designation.	Revised rate of stipend.
1	2	3	4
	Rs.		Rs.
	<b>Artisan.</b>		
	<i>Highly Skilled.</i>		
Apprentice Electrical Signal Maintainer.	55-3-58 ..	Apprentice Signal Maintainer, Electrical (Block Maintainer).	110-3-113.
Apprentice Block Maintainer			
Apprentice Signal Maintainer.			
	<b>Skilled.</b>		
	<b>(i) Direct Recruits.</b>		
Signal Maintainer (Electrical).	55	Apprentice Signal Maintainer (Elec.).	110
(Mechanical) .. ..		Apprentice Signal Maintainer (Mech.)	
Tele-communication Maintainer.		Apprentice (Tele-communication Maintainer.)	
Apprentice Maintainer (Signal & Block).		Apprentice Wireless Maintainer.	
Apprentice Artizan ..			
Tele-communication Wireless Maintainer.			
Intermediate Trade Apprentice.	36-1-38 ..	Intermediate Trade Apprentice.	76-1-78
Trade Apprentice ..	35-1-39 ..	Trade Apprentice ..	75-1-79
Tele-communication Maintainer.	35 ..	....	110
Signal Maintainer (Electrical).	35-1-39 ..	....	*110
Signal Maintainer (Mechanical).			
Apprentice SIMM .. ..			
Apprentice SIME .. ..			
Apprentice EFT .. ..			
Apprentice Cable Joiner .. ..	35-2-39		
Apprentice Maintainer (Signal & Block)			
Trade Apprentice ..	35		
Tele. Maintainer			

\* where the period of training is 1 year or less.

Existing Designation.	Existing rate of stipend.	Revised Designation.	Revised rate of stipend.
1	2	3	4
	Rs.		Rs.
<b>(1) Clerical Staff.</b>			
<b>Accounts and other departments.</b>			
<b>(i) Accounts Department.</b>			
Probationary Clerk Grade I	80	.. Trainee Clerk Grade I..	130
Probationary Clerk Grade I. Accounts			
Senior Clerk .. ..			
Trainee Clerk Grade II ..	60	.. Trainee Clerk Grade II ..	110
Probationary Clerk Grade II Accounts			
Junior Clerk .. ..			
<b>(ii) Personnel Department.</b>			
Trainee Clerk (Personnel Branch). Clerk Grade II .. ..	60	.. Trainee Clerk .. ..	110
Probationary Clerk .. ..			
Probationary Office Clerk Junior Clerk .. ..			
<b>Class IV.</b>			
Assistant Pointsmen ..	30	....	70
<b>(2) Drawing Office Staff.</b>			
<b>(i) Civil Engineering, Electrical, Mechanical and S. &amp; T. Departments.</b>			
Trainee Head Draftsman .. ..	260	Apprentice Head Draftsman/Sr. Draftsman 'A'/Jig & Tool Designer and Head Design Asstt./Sr. Design Asstt.	335
Computer .. ..			
Computer/Calculator .. ..			
Head Draftsman .. ..			
Apprentice Draftsman .. ..	80-5-85	Apprentice Sr. Draftsman	* 250
Improver Draftsman .. ..		App. Asstt. Draftsman ..	† 205
Apprentice Draftsman .. ..			
Trainee Draftsman .. ..			
			150-5-155

\* for those who will be appointed in posts in AS Rs. 250—380 after training period.

† where period of training is 1 year or less.

Existing Designation.	Existing rate of stipend.	Revised Designation.	Revised rate of stipend.
1	2	3	4
	Rs.		Rs.
<b>(2) Drawing Office Staff—Contd.</b>			
Apprentice Asstt. Draftsmen .. .. .	80 ..	Apprentice Asstt. Draftsmen	150
Trainee Asstt. Draftsmen .. .. .			
Intermediate Apprentice Mechanic (Draftsmen)	61-3-62 .. (Mech.)	App. Draftsmen ' B ' (Diploma Holder) Mechanical Department.	150-5-155
Apprentice Mechanic (Draftsmen)	55-3-67 { 55-3-70 {	App. Draftsmen ' B ' (Matriculates).	150-5-170
Apprentice Draftsmen ..			
Trainee Tracer .. .. .	55 ..	(ii) Tracers.	110
Tracer (Civil/Elec./Mech./S. & T.).	60 ..	....	
<b>(3) Running Staff.</b>			
<b>Electrical, Mechanical and T. T. &amp; C. Departments.</b>			
		(i) Electrical.	
Apprentice Motorman ..	55-3-64 ..	....	130-5-145
Asstt. Driver (Trainee) Electrical.	60 ..	....	125
		(ii) Mechanical.	
Probationary Fireman ..	60 ..	Apprentice First Fireman	100-3-103
Apprentice Fireman Grade ' A ' ..			
Apprentice Firemen			
Trainee Fireman ' A ' ..			
Trainee Fireman ..		(iii) T. T. & C. Department.	
Probationary Guard ..	80	} Trainee Guard .. ..	130
	60 ..		
	55		
<b>(4) Workshop Supervisors.</b>			
		(i) Foreman.	
Trainee Foreman (Electric)	200 ..	....	335
		(ii) Chargeman	
Trainee Chargeman (Electric).	200 ..	....	335
Trainee Chargeman (Mechanical).	150 ..	....	250

Existing Designation.	Existing rate of stipend.	Revised Designation.	Revised rate of stipend.			
1	2	3	4			
	Rs.		Rs.			
(4) Workshop Supervisors—Contd.						
Probationary Chargemen (Mechanical).	100 ..	Trainee Ch a r g e m e n (Mech./Elec.).	205			
Apprentice Chargemen ..						
Trainee Chargemen (Electrical).	100-5-110		Where the period of training is one year or less and 150-5-155 where the period of training is more than one year.			
Trainee Asstr. Chargemen (Mechanical).						
Trainee Chargemen (Diploma Holders).	61-3-67					
Intermediate Apprentice Mechanic (Mech.)						
Apprentice Mechanic ..	55-3-67	....	150-5-170			
Apprentice Mechanic Traction.	100 ..	(iii) Journeymen.	150			
Journeymen (Electrical)						
Trainee Journeymen (Mechanical).	55-3-67 ..	....	130-5-135			
Journeymen (S. & T.) (Trainee).	100 ..					
Apprentice TXR .. ..						
Apprentice TXR (Traction)	61-3-64	....	130-5-135			
Intermediate Apprentice TXR (Mechanical).	55-3-64	....	130-5-145			
(6) Accounts Department.						
Cost Accountant/ ..	200 ..	....	270			
Trainee Cost Accountant	150 ..	Trainee Jr. Accountant ..	270			
Probationary Junior Accountant .. ..						
Trainee Jr. Accountant ..	150 ..	Trainee Jr. Inspector of Station Accounts.	270			
Probationary Junior Inspector of Station Accounts.	100 ..	Trainee Asstt. Welfare Inspector.	130-5-135			
Probationary Asstt. Welfare Inspector.						
(7) General Management.						
(8) Civil Engineering Department.						
Apprentice IOW/BRI ..	200 ..	....	335			
Trainee IOW .. ..	150 ..	....				
Trainee IOW .. ..	150 ..	....				

Existing Designation.	Existing rate of stipend.	Revised Designation.	Revised rate of stipend.
1	2	3	4
	Rs.		Rs.
	<b>(8) Civil Engineering Department—Contd.</b>		
Apprentice Asstt. PWI ..	150 ALOW	Apprentice ALOW ..	205
Apprentice Asstt. IOW ..	100-5-125	Diploma holders recruited to undergo training for a period of one year only should be given Rs. 205.	
Apprentice Asstt. BRI ..	100-5-110 (App. APWI)		
Apprentice PWI ..	100-5-115 (App. Asstt. BRI).	Apprentice APWI ABRI ..	150-5-170
Trainee Asstt. IOW ..	100 ..		
Apprentice Mechanic (for Civil Engg. W/Shops).	55-3-67 ..	....	130-5-150
Apprentice Works Mistry	55 ..	....	130
Trainee Works Mistry ..			
	<b>(9) S. &amp; T. Department.</b>		
Apprentice ASI ..			
Apprentice Asstt. Block ..	100-5-110	Apprentice Signal Inspector.	175-6-193
Signal Inspector ..	100-5-115		
Asstt. Block & Signal Inspector	..		
App. Signal Inspector ..	200 150		
App. Tele-communication Inspector	100-5-105	Apprentice Tele-communication Inspector.	175-6-193
Apprentice Asstt. Tele. Inspector.	100-5-105		
Apprentice (SE) ..	100-105 ..		
Telegraph Overseer Trainee.	80 ..	....	130
Apprentice Asstt. Signal Inspector.	55-3-67 ..	....	130-5-150
	<b>(10) Electrical Department.</b>		
Electrician Apprentice ..	100 ..	....	150
Apprentice Passenger Attendant.	60 ..	....	110

Existing Designation.	Existing rate of stipend.	Revised Designation.	Revised rate of stipend.
1	2	3	4
	Rs.		Rs.
	(11)	<b>Marine.</b>	
Apprentice Serang ..	55-3-67 ..	....	110-3-122
Sub. Inspector ..	(12) <b>Security</b>	<b>Department.</b>	
Trainee Sub Inspector Grade II.		Sub Inspector Grade II Cadet	
Sub Inspector Trainee ..	60	Sub Fire Station Officer Cadet.	130
Trainee Sub Inspector ..			
Asstt. Fire Station Officer.			
	(13) <b>S. &amp; T. Department.</b>		
Wireless Operator ..	80 ..	....	130
Apprentice Wireless (Mechanic).	55 ..	....	110
	(14) <b>T. T. &amp; C. Department.</b>		
Commercial Apprentice ..	100-5-105	Commercial Apprentice	150-5-155
Traffic Apprentice ..			
Transportation Apprentice	100-5-110	....	150-5-160
Transportation (Traffic Apprentice.			
Probationary Asstt. Station Master	60		
Probationary Station Master's Group Students	55 ..	Trainee Asstt. Station Master.	130
Traffic Signaller ..			
Trainee Signaller ..	55	....	110
Traffic Signaller-cum-Asstt. Station Master.			
Probationary Commercial Clerk	60 ..		
Probationary Coaching/ Goods Clerks.		Trainee Commercial Clerk.	110
Trainee Tally Clerk ..	55		
Probationary Jr. Clerk..			
Telegraph Candidate ..			
Probationary Signaller ..	60 ..		
Signaller Trainee ..		Trainee Signaller ..	110
Telegraph Signaller ..	55		
Trainee Signaller ..			
Trainee Ticket Collector	60		
Probationary Ticket Collector.	55	Trainee Ticket Collector	110
Probationary Trains Clerk	60		
	55	Trainee Trains Clerk ..	110



45. [ Railway Board's letter No. PC-60/CS/1 dated 26-6-61 ].

*Sub : Use of name in an abbreviated form, of the Service, to which the particular officer belongs, in official correspondence etc.*

The Pay Commission have drawn attention in Chapter LII of their Report to the practice of mentioning in official correspondence, orders etc., the name in an abbreviated form of the service to which the particular officer concerned belongs. The Commission have observed that the office which a Government servant holds is of interest to the Community but not so much the service to which he belongs.

The Railway Board have accordingly decided that the above practice should be discontinued and the name of the service to which an officer belongs may be mentioned after his name only where it serves some recognised public purpose, e.g. in gazette notification or where required for the maintenance of service records like Salary Register, History of Services, Cadre Registers etc. as prescribed in Chapter V of Indian Railway Code for the Accounts Department.

3. The decision in para 2 above should be brought to the notice of the Officers under your administrative control.

46. [Railway Board's letter No. PC-60/LR-1 dt. 23-7-61].

*Sub : Leave Reserve Posts.*

After considering the recommendations made by the Railways regarding percentages for leave reserve to be adopted in respect of various categories of Railway staff, the Board in their letter No. E(Adj.)48LR-1 dated 14-8-1951, prescribed the leave reserve percentages in the form of a range between certain minima and maxima in respect of various classes of staff. The Railway Administrations were also advised in Board's letter No. E(S)1-58ADJ/LR/1. dated 12-6-1958 to adopt, as an interim and immediate measure, the same percentages prescribed for Class III in Board's letter dated 14-8-51, for Class IV staff also in consequence of the orders bringing Class IV staff on a par with Class III staff in the matter of leave entitlements. However, in order to effect economy in working expenses, the Railway Administrations were asked not to increase the existing leave reserve percentages without the prior approval of the Board and in categories in which substitutes can be engaged as mentioned in para 1(e) of Board's letter No. E(S)1-58ADJ/LR/1 dated 12-6-1958, the percentage of leave reserve may, if possible, be reduced below the prescribed limit by engagement of substitutes to the extent necessary.

The Pay Commission, in para 26, Chapter XXXVI of their report, have recommended as follows—

- “(i) If the Government considers that some of the Class III and Class IV cadres are excessive, the leave reserves for those cadres may be calculated on the basis of what is considered to be the reasonable complements.”
- “(ii) There can be no question of providing leave reserves on a scale adequate to meet peak demands ; the reserves need be sufficient only to meet average annual requirements for leave. It does appear, however, that the whole question of leave reserves requires a careful examination.”

You are therefore, requested to undertake a detailed examination in respect of the existing leave reserve percentages prescribed for various classes of staff in the light of the Pay Commission's recommendations, in consultation with your F. A. & C. A. O., and advise the result indicating thereon the present, the proposed leave reserve percentage in respect of each class of staff, the basis and the justification for the increase/decrease in the existing percentage.

47. [Railway Board's letter No. PC-60/PS-5/OS-3 dt. 25-7-61].

*Sub : Implementation of the recommendation of the Pay Commission regarding Typists.*

The Jagannadha Das Pay Commission, vide para 22, Chapter XII of their report recommended that the cadre of Typists on Railways should be merged with the clerical cadre. The Railway Board have, after consideration, decided that the cadre of typists should continue to be separate as at present.

2. The Board have further decided as under :—

- (i) In partial modification of the orders contained in Railway Board's letter No. E(S)I-57TRB/37 dated 3-10-58 posts of Head Typists Gr. I in the Authorized scale Rs. 210-10-290-15-320-EB-15-380 may be created where the number of typists to be supervised is 15 or more.
- (ii) The posts in the Authorized scale of Rs. 130-300 and higher should be 30 to 35 per cent. of the total number of posts in all grades instead of 30 percent laid down in para (1) of Board's letter No. E(S)I-57TRB/37 dated 23-1-58.

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48. [Railway Board's letter No. PC-60/WC-1/1 dt. 26-9-61].

*Sub : Recommendations of the Pay Commission 1957-59 regarding office accommodation and working conditions in offices.*

In Chapter XLIII-para 10-12 of their report, the Pay Commission have made the following recommendations regarding office accommodation and working conditions in Offices :

180. There should be a planned programme (and fair as among the Departments) of construction of office buildings to ensure that within a few years all offices are satisfactorily housed.

181. There is wide scope for improvement of working conditions, and immediate improvement is possible in various matters such as cleanliness, lighting, heating and cooling arrangements, and office furniture and equipment.

The Board desire that your attention may be drawn to these recommendations for information and guidance. In regard to heating and cooling arrangements orders already in force would be applicable.

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49. [Railway Board's letter No. PC-60/RTP-3/1 dated 6-7-61].

*Sub : Filling of posts of Clerks Grade I, Scale Rs. 130-300.*

The Government have accepted the recommendation of the Pay Commission that there should be no direct recruitment to the posts of Clerks Grade I, scale Rs. 130-300 and that a proportion of the vacancies in this grade may be filled on the basis of a competitive examination limited to Clerks Gr. II. They have, accordingly decided that the posts of Clerks Gr. I should be filled exclusively by promotion of Clerks Gr. II in departments other than the Accounts Department on the Railways and that 10 per cent. of the posts in the category of Clerks Gr. I (instead of 20 per cent. as laid down in para 14 of Board's letter No. E(S)I-57-CPC40 dated 7-3-57) may be filled on the basis of a competitive (written) examination limited to Clerks Grade II. The procedure and conditions to be observed for the said examination will be as under :—

- (a) The examination should be held once a year, separately for each of the different seniority units.
- (b) Each employee may be given a maximum of 3 chances. Employees belonging to Scheduled Castes/Scheduled Tribes may, however, be given an additional chance.

- (c) Every employee with at least one year's service may be allowed to take the examination.
- (d) The subjects of the examination, the time allotted and the maximum marks for each paper should be as follows :—

<u>Paper (Subject).</u>	<u>Marks.</u>	<u>Time.</u>
(i) English (Including drafting, Precis writing, Essay, Grammar) Proof correcting and Elementary Tabulation (to test candidates ability in the art of compiling, arranging and presenting data in a tabular form) .. .. .	100	2 hours.
(ii) Departmental knowledge paper (including Office procedure, rules and regulations etc.) .. .. .	100	2 hours.
(e) The qualifying marks should be 50 per cent. in each written paper.		
(f) The Head of the department concerned should nominate officers for setting the Question Paper and marking Answer Books. These officers should get the same honoraria as are admissible to Accounts Officers who deal with the App. II-A Examination.		
(g) The usual rules regarding reservation of vacancies for Scheduled Castes/Tribes will apply in filling this quota.		

3. The Board have also decided that the remaining 90 per cent. of the posts in the category of Clerks Gr. I may be filled by promotion from Clerks Grade II in the scale Rs. 110-180, on the basis of seniority-cum-suitability.

4. These orders do not affect the employees, already promoted as Clerks Gr. I against the 20 per cent. vacancies reserved for being filled by direct recruitment.

5. 20 per cent. of the posts in the category of Clerks Gr. I in the Accounts Department on the Railways, will continue to be filled by direct recruitment as laid down in para 13 of Board's letter No. E(S)I-57CPC40 dated 7-3-1957.

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50. [Railway Board's letter No. PC-60/RTP-3/I dated 21-9-61].

Sub : Filling of posts of Clerks Grade I, Scale Rs. 130-300.

Ref. Board's letter No. PC-60/RTP-3/I, dated 6-7-1961.

The Board desire to clarify that 90 per cent. of the posts in the category of Clerks grade I, referred to in para 3 of their letter quoted above, may continue to be filled from amongst the Clerks, grade II according to the instructions contained in para 14 of their letter No. E(S)I-57CPC40 dated 7-3-1957.

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51. [Railway Board's letter No. PC-60/RTP-3/I dated 20-12-61].

Sub : Filling of posts of Clerks, Grade I scale Rs. 130-300.

In continuation of their letter of even number dated 21-9-1961, the Board have decided that in filling 10 per cent. of the posts in the category of Clerks Grade I, the following further instructions may be observed :—

1. The competitive examination for filling up of 10 per cent. of the posts should be thrown open to all Clerks Grade II.
2. The 10 per cent. of the posts in the scale Rs. 130-300 should be worked out on the total number of annual anticipated vacancies occurring after 6-7-61, the date of issue of the Board's revised orders.
3. The number of employees to be placed on the panel should not normally exceed the number of vacancies reserved against the 10 per cent. quota each year. The Railway Administration should hold the competitive examination every year.
4. The names of employees to be placed on the panel should be arranged in the order of merit.

**52. [Railway Board's letter No. PC-60/RTP-5/1 dated 16-5-61]**

*Sub :—Changes in proportion of posts in the different grades of various categories of staff consequent on revision of the Grade structure.*

The Railway Board have decided that the percentage distribution of posts in the different grades of various categories of staff as existing on 30-6-1959, may continue to be applied until they are revised (where necessary) and that

- (i) where two existing scales having separate percentages for each scale, have been replaced by a single authorized scale, the existing percentages for the two scales concerned may be added together,
- (ii) where two existing scales—one having a separate percentage (Clerical Supervisors in Prescribed scale Rs. 160—250) and the other (Clerical Supervisors in Prescribed scale Rs. 200—300) having a percentage combined with other scales—have been replaced by a single authorized scale, the existing percentage of the former scale and the percentage of the latter scale calculated on the basis of the existing number of posts of this scale (out of the existing percentage meant for the entire group of combined scales), may be added together,

and the percentage thus arrived at would be applicable to the concerned authorized scale.

2. Any change in the percentage distribution of posts will have effect from a future date which will be indicated in the Board's orders (as has been done in the case of Train Examiners).

**53. [Railway Board's letter No. PC-60/PS-5/TC-4 dt. 22-11-62]**

*Sub.—Creation of non-gazetted posts in the authorised scales of pay shown in the schedules of existing and authorised scales of pay.*

Prior to the introduction of the authorised scales of pay, i. e., 1-7-1959, Railway Administrations were competent to create non-gazetted posts only in the prescribed scales approved by the Railway Board for each Railway Administration. While allotting the authorised scales of pay, the various scales applicable for each category have been shown in one place and the revised designations with authorised scales indicated in the schedules issued. The Board's intention in doing so was that whereas the existing incumbents of the posts may be fitted in accordance with the equations shown in the schedules, the Railway Administrations could create new posts in any of the authorised scales shown for the category in the schedules, according to the worth of charge, in consultation with the F.A. & C. A. O. of the Railway bearing in mind, of course, the ban on the creation of the posts where necessary.

**54. [Railway Board's letter No. PC-62/PS-5/AC-4 dt. 17-5-63]]**

*Sub.—Revision of (i) percentage of posts as between Senior Pay Clerks and Junior Pay Clerks; (ii) percentage of higher grade posts of Shroffs and (iii) Yardstick for allotment of higher authorised scale Rs. 335-485 to Divisional Cashier and Pay Master, Divisional Pay Master, Assistant Chief Cashier etc.*

The Railway Board have been considering the abovementioned issues and have decided as under :—

- (i) The existing percentage of posts in respect of Pay Clerks prescribed in para 17 of Board's letter No. E(S)I-57CPC-40 dated 7-3-57 viz. 60% in the lowest scale of Pay Clerks Rs. 100-185 (PS)/150-240 (AS) and 40% in the scale of Senior Pay Clerks Rs. 160-250(PS)/210-320 (AS) including posts in higher grades should be revised as under :—

		Distribution of posts.
Junior Pay Clerks	Rs. 150-240 ..	45%
Senior Pay Clerks ..	Rs. 210-320 .. }	55%
Inspector of Pay Clerks	Rs. 250-380 .. }	

In computing the total of the cadre of Pay Clerks (including Inspector of Pay Clerks), the higher grade posts of Divisional Cashiers, Assistant Chief Cashier, Divisional Cashier & Pay Masters, should be excluded.

- (ii) The existing percentage of posts of Shroffs prescribed in Board's letter No. PC-60/PSS/AC-2 dated 2-2-1961 viz. 10% to 15% in the two higher authorised scales Rs. 150—240 and 210—320 and the remaining 90% to 85% in the lowest authorised scale Rs. 110—180; should be revised as under :—

Distribution of posts.

Posts in scale Rs. 110—180 (AS) .. ..	75%
Posts in scale Rs. 150—240 (AS). .. ..	20%
Posts in scale Rs. 210—320 (AS). .. ..	5%

- (iii) In addition to the existing yard-stick prescribed in the schedule forwarded under Board's letter No. PC-60/PS-9B/1 dated 12-8-60 as amended in annexure 'B' of corrigendum No. 6 forwarded under Board's letter No. PC-60/PS-9B/7 dated 27-3-61 for allotment of higher authorised scale Rs. 335-485 to Divisional Cashier & Pay Master, Assistant Cashier, Assistant Pay Master and Divisional Pay Master etc.; the Divisional Pay Master of a Major Division in which there are more than one Accounts Officer in the Divisional Accounts Office should also be allotted the higher authorised scale Rs. 335—485.

2. The above orders have the sanction of the President and take effect from 1-3-1963

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55. [Railway Board's letter No. PC-60/MH4 of 20-1-61]

*Sub.—Modification of Pay limits for regulating diet charges consequent on revision of the pay structure.*

Under extant orders, diet, free of charge, is admissible in the following circumstances in terms of rule 903(5)(xii)—R I.—

- (i) *In the case of patients suffering from any disease other than T. B.*—To any railway servant undergoing treatment in a Railway or non-Railway hospital whose basic pay is not more than Rs. 130 p.m.
- (ii) *In the case of patients suffering from T. B. disease.*—To any Railway servant and the members of his family undergoing indoor treatment in a Railway hospital or approved Sanatoria, provided the Railway servant's basic pay is not more than Rs. 300 p.m.

The extant orders also provide that where an inpatient in a Railway hospital is not entitled to free diet, the charges for all meals supplied to him should not exceed Rs. 2/- per diem in the case of staff drawing (basic) pay upto Rs. 200 p.m., but the charges may be some what higher, if necessary, in the case of those in the higher pay ranges.

Consequent on absorption of bulk or whole of the dearness allowance previously payable into pay under the revised pay structure, the Railway Board have been considering the revision of the above pay limits. They have now decided, with the approval of the President, that the pay limits of Rs. 130, 200, 300 referred to above should be revised to Rs. 180, 250 and 380 respectively.

The above mentioned revision of the pay limits would take effect from 1st January, 1961. Past transaction should not be re-opened, vide Note under Rule 903 (I)R-I.

Necessary amendment to the relevant code rules will be issued separately.

56. [Railway Board's letter No. PC-61/PS-5/PE-5 dated 25-1-1962].

*Sub :—Authorized Scales of Pay of Librarians in Railway Schools.*

The Railway Board have reviewed the authorised scales of pay and qualification for the category of Librarians in Railway Schools and have decided as under :—

Authorized Scale of pay.	Type of School.	Qualifications.	Remarks.
Rs. 110-3-131-4-155- EB-4-175-180	Middle School	Matric plus certificate for library training from recognized institutions.	If number of students in Middle School classes exceed 250, a separate post of Librarian should be created. If the number of students in Middle School classes is less than 250, the library may be looked after by a teacher who may be granted a special pay of Rs. 15/- or 10/- per month according as the number of students exceeds or does not exceed 100.
130-5-160-8-200- EB-8-256-EB-8-280- -10-300.	(Ordinary) High School.	Do.	To be filled by promotion from Librarian in authorized scale Rs. 110-180 and teachers in authorized scale Rs. 118-225 who have had experience in library work.
150-5-160-8-240- EB-8-280-10-300	Multi-purpose High School Higher (Ordinary) Secondary School.	Graduates plus diploma in Librarianship.	....
170-10-290-EB- 15-380	Multi-purpose Higher Secondary School.	Do.	....

2. This has the sanction of the President and will have effect from 1-2-1962.

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57. [Railway Board's letter No. PC-60/PS-5/TC-2 dated 9-12-1963 and 31-12-1963]

*Sub :—Section Controllers—Distribution of posts.*

In partial supersession of their letter No. E(S)I-57TRB/40 dated 23-1-59, the Board have decided that in view of the increased responsibilities devolving on the Section Controllers at present, the number of posts in the grade Rs. 335-15-425(AS) may vary from 25 to 50 percent of the total number of posts of section controllers. You may, therefore upgrade the necessary number of posts on the basis of the actual worth of charge, in consultation with your F.A. & C.A.O., within the limits indicated above.

2. The above decision will have effect from 1-12-1963.

**58. [Railway Board's letter No. PC-61/PS-5/OS-7 dated 30-5-63].**

*Sub : Distribution of posts of typists on percentage basis.*

The Railway Board had under consideration, for some time, the question of distribution of posts of typists in various grades on the Railways and have decided, in supersession of the orders contained in para 2 of their letter No. PC-60/PS-5/OS-3 dated 25-7-61 (See item 47), that the percentage distribution of posts in the categories of typists should be as under :

Designation.	Authorised scale.	Distribution of posts.
	Rs.	
Head Typist Grade I .. .. .	210-380	5%
Head Typist Grade II .. .. .	130-300	35%
Senior Typist. {		
Typist .. .. .	110-180	60%

Of the total number of posts in all the grades.

2. The above orders have the sanction of the President and take effect from 1-6-1963.

**59. [Railway Board's letter No. PC-63/LG-5/7 dated 25-2-64].**

*Sub : Status of Principals/Head Masters/Head Mistresses of Higher Secondary/Higher Secondary Multipurpose Schools.*

The Railway Board have been pleased to decide that the Principals/Head Masters/Head Mistresses of Higher Secondary/Higher Secondary Multipurpose Schools shall be treated as Honorary Gazetted Officers. They will be entitled to the usual privileges granted to Gazetted Officers in regard to Privilege Passes, P.T.Os and allotment of quarters. The rest of the service conditions shall, however, be the same as applicable to Class III staff.

**60. [Railway Board's letter No. PC-61/PS-1/GL-1 dated 31-3-64].**

*Sub : Revision of authorised scale Rs. 205-280 applicable to certain categories of staff.*

Reference Board's letter of even number dated 24-10-1962. With a view to remove an anomaly, the scale of Rs. 205-280 admissible to certain categories of staff enumerated therein was revised to Rs. 210-320 as selection/promotion to these categories was generally made from the staff in the grade of Rs. 130-300.

2. The Board have received representations for revising the scale of Rs. 205-280 applicable to certain other categories of staff viz., Assistant Claims Inspectors, Assistant Commercial Inspectors, Assistant Rates Inspectors, Outstanding Inspectors etc. of Commercial Department. From the information received from the Railways it is noticed that these categories are generally filled by promotion of Commercial Clerks in the grade of Rs. 150-240. On certain Railways, however, promotion to these categories is also made from office clerks in scale of Rs. 130-300. The Board have given their careful consideration to the matter but regret they are unable to agree to the scale of these categories being revised from Rs. 205-280 to Rs. 210-320, as they feel that it is hardly necessary for ministerial staff in the grade Rs. 130-300 to be given an avenue of promotion to the above categories. You may consider the desirability of revising the existing channel of promotion suitably so that anomaly of the nature referred to above should not arise. If this is not feasible, the clerks in grade Rs. 130-300 coming on to the posts in Rs. 205-280 would be doing so on their own volition.

61. [ Railway Board's letter No. PC-60/PS-5/TC-3 dated 9-4-1964 ].

*Sub : Authorised scales of pay of A. S. Ms and S. Ms—Amalgamation of grades of Rs. 130—225 and Rs. 150—240 to Rs. 130—240.*

The Board have had under consideration the question of improving the scales of pay of ASMs and SMs due to their increased responsibilities consequent upon the increase in the tempo of traffic movements on Railways and have now decided that the two scales Rs. 130-225 and 150-240 may be merged into one scale Rs. 130-4-170-5-205-EB-7-240 and the ASMs started at the minimum of Rs. 150 in this revised scale. They have also decided to eliminate the scale Rs. 150-240 as an independent scale and consequently the lowest scale for SMs will be Rs. 205-7-240-8-280 instead of the existing scale of Rs. 150-240. These changes will have effect from 1-4-1964.

2. Consequent to the above changes, the Board have decided that the distribution of posts based on Justice Sankar Saran's Award may also be revised w.e.f. 1-4-1964 as undern

Existing.		Revised.	
Scale.	Percentage.	Scale.	Percentage.
Rs.		Rs.	
<b>(A) ASSISTANT STATION MASTERS.</b>			
130—225 .. ..	75	130-4-170-5-205-EB-7-240 (with minimum start of Rs. 150).	75
150—240 .. ..	20	} 205-7-240-8-280 .. ..	23
205—280 .. ..	3		
250—380 and above ..	2	No change.	
<b>(B) STATION MASTERS.</b>			
150—240 .. ..	75	} 205-7-240-8-280 .. ..	88
205—280 .. ..	13		
250—380 and above ..	12	No change.	

3. As regards fixation of pay, the pay of ASMs in the existing scale Rs. 130-225 may be fixed in the revised scale Rs. 130-240 at the stage next above their present pay, subject to a minimum of Rs. 150. The pay of ASMs and SMs in the existing scale Rs. 150-240 may be fixed in the scale Rs. 205-280 under Rule 2018-B (FR 22-C)-R.II.

4. The Board desire that the cadres of ASMs and SMs should be adjusted accordingly and arrangements should be made for the payment of arrears on account of fixation of pay etc. to the staff concerned before 30-6-1964.

5. This has the approval of the President.



62. [ Railway Board's letter No. PC-62/PS-5/MH-1 dated 11-5-1964 ].

*Sub : Restricted non-practising allowance admissible to Assistant Surgeons and Assistant Medical Officers.*

In supersession of the orders contained in para 1 (3) of their letter No. PC-60/PS-5/MH-3 dated 2-3-1962, the Board have decided that there should be a uniform restricted non-practising allowance (instead of two rates, one for specialists and one for non-specialists) and Assistant Surgeons and Assistant Medical Officers should be granted restricted non-practising allowance at the rate of 20% of pay subject to a minimum of Rs. 125.

2. The Board have also decided that in partial modification of the orders contained in para 1 of their letter No. PC-60/PS-5/MH-3 dated 6-8-1962, the Medical Officers who work in offices as P. As to Chief Medical Officers should be granted non-practising allowance at the rate of 25% of pay subject to a minimum of Rs. 125.

3. It has been further decided that in the case of specialists who are eligible to draw a non-practising allowance at Rs. 175 p. m. on 1st April, 1964 under the existing orders, they will continue to draw the same as a personal concession till their pay together with the non-practising allowance admissible from time to time under these orders, becomes equal to or exceeds the total of their pay as on 1st April, 1964 and the existing rate of non-practising allowance of Rs. 175.

4. The above decisions have the sanction of the President and take effect from 1-4-64

